DEC 5 1985

768-B- 768-B-9 L2.121/9-3:985

Area Wage Survey

Daytona Beach, Florida, Metropolitan Area August 1985

U.S. Department of Labor
Bureau of Labor Statistics

Bulletin 3030-37

ORIGINAL

BEST COPY AVAILABLE

Preface

This bulletin provides results of an August 1985 survey of occupational earnings and employee benefits in the Daytona Beach, FL, Standard Metropolitan Statistical Area. The survey was made as part of the Bureau of Labor Statistics' annual area wage survey program. It was conducted by the Bureau's regional office in Atlanta, GA, under the general direction of Jerry G. Adams, Assistant Regional Commissioner for Operations. The survey could not have been accomplished without the cooperation of the many firms whose wage and salary data provided the basis for the statistical information in this bulletin. The Bureau wishes to express sincere appreciation for the cooperation received.

Material in this publication is in the public domain and may, with appropriate credit, be reproduced without permission.

Note:

Regional Offices also have available five summary releases: *Occupational Earnings and Wage Trends in Metropolitan Areas* (3 parts); *Occupational Earnings in All Metropolitan Areas* (combined); and *Wage Differences Among Metropolitan Areas.*

A summary bulletin, *Area Wage Surveys, Selected Metropolitan Areas,* provides wage data for 70 areas in the Area Wage Survey program. This annual bulletin may be purchased from the Superintendent of Documents or from BLS Publications Sales Center, P.O. Box 2145, Chicago, IL 60690.

For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, DC, 20402, GPO Bookstores, or the Bureau of Labor Statistics, Publications Sales Center, P.O. Box 2145, Chicago, IL 60690. Price $1.75. Make checks payable to Superintendent of Documents, GPO.

BEST COPY AVAILABLE

Area Wage Survey

Daytona Beach, Florida, Metropolitan Area August 1985

U.S. Department of Labor
William E. Brock, Secretary

Bureau of Labor Statistics
Janet L. Norwood, Commissioner

October 1985

Bulletin 3030-37

Contents

	Page
Introduction	2
Tables:	
Earnings, all establishments:	
A- 1. Weekly earnings of office workers	3
A- 2. Weekly earnings of professional and technical workers	4
A- 3. Average weekly earnings of office, professional, and technical workers, by sex	4
A- 4. Hourly earnings of maintenance, toolroom, and powerplant workers	5
A- 5. Hourly earnings of material movement and custodial workers	5
A- 6. Average hourly earnings of maintenance, toolroom, powerplant, material movement, and custodial workers, by sex	6
A- 7. Indexes of earnings and percent increases for selected occupational groups	6
A- 8. Pay relationships in establishments with paired office clerical occupations	6
A- 9. Pay relationships in establishments with paired professional and technical occupations	7
A-10. Pay relationships in establishments with paired maintenance, toolroom, and powerplant occupations	7
A-11. Pay relationships in establishments with paired material movement and custodial occupations	7
Establishment practices and employee benefits:	
B- 1. Minimum entrance salaries for inexperienced typists and clerks	8
B- 2. Late-shift pay provisions for full-time manufacturing production and related workers	9
B- 3. Scheduled weekly hours and days of full-time first-shift workers	10
B- 4. Annual paid holidays for full-time workers	11
B- 5. Paid vacation provisions for full-time workers	12
B- 6. Health, insurance, and retirement plans offered to full-time workers	15
B- 7. Health plan participation for full-time workers	16
B- 8. Other selected benefits for full-time workers	17
Appendixes:	
A. Scope and method of survey	19
B. Occupational descriptions	25

BEST COPY AVAILABLE

Introduction

This area is 1 of 70 in which the U.S. Department of Labor's Bureau of Labor Statistics conducts surveys of occupational earnings and related benefits. (See list of areas on inside back cover.) In each area, earnings data for selected occupations (A-series tables) are collected annually. Information on establishment practices and employee benefits (B-series tables) is obtained every third year.

A major consideration in the area wage survey program is the need to describe the level and movement of wages in a variety of labor markets, through the analysis of (1) the level and distribution of wages by occupation, and (2) the movement of wages by occupational category and skill level. The program develops information that may be used for many purposes, including wage and salary administration, collective bargaining, and assistance in determining plant location. Survey results also are used by the U.S. Department of Labor to make wage determinations under the Service Contract Act of 1965.

A-series tables

Tables A-1 through A-6 provide estimates of straight-time weekly or hourly earnings for workers in occupations common to a variety of manufacturing and nonmanufacturing industries. Where possible, occupations with related duties (e.g. accounting clerks and payroll clerks) are clustered to facilitate comparison. The occupations are defined in appendix B. For the 31 largest survey areas, tables A-12 through A-17 provide similar data for establishments employing 500 workers or more.

Table A-7 provides indexes and percent changes in average hourly earnings for office clerical workers, electronic data processing workers, industrial nurses, skilled maintenance trades workers, and unskilled plant workers. Where possible, data are presented for all industries and for manufacturing and nonmanufacturing separately. Data are not presented for skilled maintenance workers in nonmanufacturing because the number of workers employed in this occupational group in nonmanufacturing is too small to warrant separate presentation. This table provides a measure of wage trends after elimination of changes in average earnings caused by employment shifts among establishments as well as turnover of establishments included in survey samples. For further details, see appendix A.

Tables A-8 through A-11 provide measures of pay relationships in establishments. These measures may differ considerably from the pay relationships of overall area averages published in tables A-1 through A-6. See appendix A for details.

B-series tables

The B-series tables present information on minimum entrance salaries for inexperienced typists and clerks; late-shift pay provisions and practices for production and related workers in manufacturing; and data separately for production and related workers and office workers on scheduled weekly hours and days of first-shift workers; paid holidays; paid vacations; health, insurance, and retirement plan provisions; health plan participation; and other selected benefits.

Appendixes

Appendix A describes the methods and concepts used in the area wage survey program. It provides information on the scope of the area survey, the area's industrial composition in manufacturing, and labor-management agreement coverage.

Appendix B provides job descriptions used by Bureau field representatives to classify workers by occupation.

BEST COPY AVAILABLE

Table A-1. Weekly earnings of office workers in Daytona Beach, FL, August 1985

Occupation and industry division	Number of workers	Average weekly hours[1] (standard)	Weekly earnings (in dollars)[2]			Number of workers receiving straight-time weekly earnings (in dollars) of —																				
			Mean[3]	Median[3]	Middle range[3]	Under 160	160 and under 170	170 – 180	180 – 190	190 – 200	200 – 210	210 – 220	220 – 230	230 – 240	240 – 260	260 – 280	280 – 300	300 – 320	320 – 340	340 – 360	360 – 380	380 – 400	400 – 420	420 – 440	440 – 460	460 – 480
Secretaries	136	40.0	335.00	360.00	275.00– 396.00	–	–	2	–	–	3	3	–	3	13	15	9	9	7	3	10	45	9	1	2	2
Manufacturing	102	40.0	348.00	382.50	297.00– 396.50	–	–	–	–	–	1	1	–	1	8	10	6	7	5	3	8	40	9	1	2	–
Nonmanufacturing	34	39.5	296.00	279.00	251.50– 372.00	–	–	2	–	–	2	2	–	2	5	5	3	2	2	–	2	5	–	–	–	2
Secretaries I	24	40.0	256.50	252.50	238.50– 275.00	–	–	2	–	–	3	–	–	2	8	5	2	–	–	–	2	–	–	–	–	–
Secretaries II	47	39.5	328.00	338.00	275.00– 384.50	–	–	–	–	–	–	3	–	1	4	5	3	3	5	2	4	17	–	–	–	–
Secretaries III	48	40.0	367.50	395.50	338.50– 396.50	–	–	–	–	–	–	–	–	–	1	4	3	3	1	1	4	27	1	–	1	2
Word processors	30	40.0	282.50	280.00	220.00– 370.00	–	–	–	–	–	2	1	6	–	2	3	2	1	–	–	2	6	–	–	–	–
Nonmanufacturing	20	40.0	249.00	260.00	220.00– 283.50	–	–	–	–	–	2	–	6	–	1	3	2	1	–	–	–	–	–	–	–	–
Word processors II	17	40.0	321.50	315.00	283.50– 384.50	–	–	–	–	–	–	–	1	–	2	3	2	1	–	–	2	6	–	–	–	–
Switchboard operators	20	39.0	194.50	172.50	159.50– 226.50	* 6	2	3	–	–	2	2	–	1	2	–	2	–	–	–	–	–	–	–	–	–
Switchboard operator-receptionists	25	39.0	213.00	220.00	174.00– 235.00	1	–	6	3	–	–	2	6	3	1	–	1	2	–	–	–	–	–	–	–	–
Nonmanufacturing	19	38.5	201.00	211.00	171.50– 223.50	–	–	6	3	–	–	1	6	2	1	–	–	–	–	–	–	–	–	–	–	–
Order clerks	38	42.5	255.00	235.00	222.00– 275.00	–	–	–	–	–	4	5	6	4	2	6	5	–	–	–	4	–	–	–	–	–
Manufacturing	18	40.0	242.50	242.50	211.50– 270.00	–	–	–	–	–	4	1	–	4	2	6	1	–	–	–	–	–	–	–	–	–
Accounting clerks	204	40.0	255.00	235.00	208.50– 290.00	–	2	8	12	12	18	7	31	13	24	14	14	17	10	2	2	11	2	5	–	–
Manufacturing	88	39.5	272.50	250.00	220.00– 315.00	–	–	7	1	1	11	–	7	8	12	4	4	12	5	2	2	5	2	5	–	–
Nonmanufacturing	116	40.0	242.00	224.50	200.00– 274.00	–	2	1	11	11	7	7	24	5	12	10	10	5	5	–	–	6	–	–	–	–
Transportation and utilities	15	40.0	289.50	307.00	200.00– 391.50	–	–	–	3	–	3	–	–	–	–	–	–	4	–	–	–	5	–	–	–	–
Accounting clerks II	143	39.5	243.50	228.00	200.00– 280.00	–	1	7	6	9	17	7	25	12	19	8	7	12	3	–	2	8	–	–	–	–
Manufacturing	58	39.5	251.50	237.50	200.00– 300.00	–	–	6	–	1	10	–	5	7	8	4	2	7	3	–	2	3	–	–	–	–
Nonmanufacturing	85	39.5	238.00	220.00	208.50– 250.00	–	1	1	6	8	7	7	20	5	11	4	5	5	–	–	–	5	–	–	–	–
Transportation and utilities	15	40.0	289.50	307.00	200.00– 391.50	–	–	–	3	–	3	–	–	–	–	–	–	4	–	–	–	5	–	–	–	–
Accounting clerks III	47	40.0	307.50	300.00	250.00– 350.00	–	–	–	–	–	1	–	6	1	5	3	7	5	7	2	–	3	2	5	–	–
Manufacturing	28	39.5	323.50	303.00	250.00– 407.00	–	–	–	–	–	1	–	2	1	4	–	2	5	2	2	–	2	2	5	–	–
Nonmanufacturing	19	41.0	284.00	280.00	240.00– 333.50	–	–	–	–	–	–	–	4	–	1	3	5	–	5	–	–	1	–	–	–	–
Payroll clerks	22	38.5	252.00	244.00	228.00– 280.00	–	–	2	–	–	–	–	5	1	5	3	4	1	–	–	1	–	–	–	–	–
Key entry operators	68	39.0	226.50	209.00	137.50– 248.50	2	10	1	7	6	9	4	4	4	10	–	1	1	–	7	2	–	–	–	–	–
Manufacturing	28	40.0	256.00	222.00	198.00– 356.00	–	4	–	1	2	2	4	4	–	–	–	1	1	–	7	2	–	–	–	–	–
Nonmanufacturing	40	38.5	206.00	201.00	184.00– 240.50	2	6	1	6	4	7	–	–	4	10	–	–	–	–	–	–	–	–	–	–	–
Key entry operators I	56	38.5	205.00	201.00	182.50– 231.50	2	10	1	7	6	9	4	3	4	8	–	1	1	–	–	–	–	–	–	–	–
Manufacturing	18	39.5	207.00	208.50	182.00– 224.00	–	4	–	1	2	2	4	3	–	–	–	1	1	–	–	–	–	–	–	–	–
Nonmanufacturing	38	38.0	204.00	197.50	184.00– 236.50	2	6	1	6	4	7	–	–	4	8	–	–	–	–	–	–	–	–	–	–	–

* Workers were distributed as follows: 2 at $130.00 to $140.00; 2 at $140.00 to $150.00; and 2 at $150.00 to $160.00.

Also see footnotes at end of tables.

BEST COPY AVAILABLE

Table A-2. Weekly earnings of professional and technical workers in Daytona Beach, FL, August 1985

Occupation and industry division	Number of workers	Average weekly hours[1] (standard)	Weekly earnings (in dollars)[2]			Number of workers receiving straight-time weekly earnings (in dollars) of —																			
			Mean[3]	Median[3]	Middle range[3]	Under 280	280 and under 290	290 – 300	300 – 310	310 – 320	320 – 330	330 – 340	340 – 350	350 – 360	360 – 380	380 – 400	400 – 420	420 – 440	440 – 460	460 – 480	480 – 500	500 – 520	520 – 540	540 – 560	560 – 580	580 – 600
Computer operators	17	38.0	266.00	250.00	250.00– 295.00	• 12	–	1	1	–	1	–	–	–	–	–	2	–	–	–	–	–	–	–	–	–
Drafters	39	39.5	386.50	402.50	294.50– 445.00	• • 8	1	1	1	1	1	–	–	2	1	3	5	5	2	–	2	2	1	1	2	–
Manufacturing	27	39.5	385.50	402.50	281.00– 432.50	6	1	–	1	–	1	–	–	1	–	3	3	5	–	–	2	2	–	1	1	–
Electronics technicians	76	40.0	410.00	399.00	340.00– 478.50	1	4	3	3	–	4	2	5	1	2	14	5	6	5	2	7	5	–	–	6	1
Manufacturing	60	39.5	395.50	394.50	344.50– 441.00	1	4	3	3	–	2	–	3	1	2	14	5	6	5	2	7	1	–	–	–	1
Electronics technicians II	34	39.5	416.50	398.00	344.00– 441.50	–	–	–	1	–	2	2	5	1	2	5	3	2	4	1	–	–	–	–	6	–
Electronics technicians III	16	40.0	492.50	498.00	482.00– 500.00	–	–	–	–	–	–	–	–	–	–	–	–	2	–	1	7	5	–	–	–	1

• Workers were distributed as follows: 4 under $250.00; 7 at $250.00 to $260.00; and 1 at $260.00 to $270.00.
• • Workers were distributed as follows: 5 under $250.00; and 3 at $270.00 to $280.00.
Also see footnotes at end of tables.

Table A-3. Average weekly earnings of office, professional, and technical workers, by sex, in Daytona Beach, FL, August 1985

Sex,[4] occupation, and industry division	Number of workers	Average (mean[3])	
		Weekly hours[1] (standard)	Weekly earnings (in dollars)[2]
Office occupations – women			
Secretaries	135	40.0	335.00
Manufacturing	102	40.0	348.00
Nonmanufacturing	33	39.5	295.00
Secretaries I	24	40.0	256.50
Secretaries II	47	39.5	328.00
Secretaries III	48	40.0	367.50
Word processors	30	40.0	282.50
Nonmanufacturing	20	40.0	249.00
Word processors II	17	40.0	321.50
Switchboard operators	19	38.5	189.50
Switchboard operator-receptionists	25	39.0	213.00
Nonmanufacturing	19	38.5	201.00
Order clerks	36	43.0	256.00
Manufacturing	16	40.0	243.50
Accounting clerks	202	40.0	254.50
Manufacturing	88	39.5	272.50
Nonmanufacturing	114	40.0	240.00
Accounting clerks II	141	39.5	242.00
Manufacturing	58	39.5	251.50
Nonmanufacturing	83	39.5	235.00
Accounting clerks III	47	40.0	307.50
Manufacturing	28	39.5	323.50
Nonmanufacturing	19	41.0	284.00
Payroll clerks	22	38.5	252.00
Key entry operators	66	39.0	228.50
Manufacturing	26	40.0	263.00
Nonmanufacturing	40	38.5	206.00
Key entry operators I	54	38.5	206.50
Manufacturing	16	39.5	213.00
Nonmanufacturing	38	38.0	204.00
Professional and technical occupations – men			
Drafters	30	39.5	400.00
Manufacturing	24	39.5	394.50
Electronics technicians	72	40.0	413.00
Manufacturing	58	39.5	395.00
Electronics technicians II	34	39.5	416.50
Electronics technicians III	16	40.0	492.50

See footnotes at end of tables

BEST COPY AVAILABLE

Table A-4. Hourly earnings of maintenance, toolroom, and powerplant workers in Daytona Beach, FL, August 1985

Occupation and industry division	Number of workers	Hourly earnings (in dollars)[1]			Number of workers receiving straight-time hourly earnings (in dollars) of —																						
		Mean[1]	Median[1]	Middle range[1]	4.00 and under 4.25	4.25 – 4.50	4.50 – 4.75	4.75 – 5.00	5.00 – 5.50	5.50 – 6.00	6.00 – 6.50	6.50 – 7.00	7.00 – 7.50	7.50 – 8.00	8.00 – 8.50	8.50 – 9.00	9.00 – 9.50	9.50 – 10.00	10.00 – 10.50	10.50 – 11.00	11.00 – 11.50	11.50 – 12.00	12.00 – 12.50	12.50 – 13.00	13.00 – 13.50	13.50 – 14.00	14.00 – 14.50
Maintenance electricians	21	11.38	12.15	8.82–13.95	–	–	–	–	–	–	–	–	1	3	–	2	1	–	2	–	–	–	3	–	1	8	–
Maintenance mechanics (machinery)	28	10.57	10.19	8.88–13.15	–	–	–	–	–	–	–	1	2	–	2	5	–	1	5	2	–	–	–	–	9	1	–
Manufacturing	18	9.09	8.88	8.13–10.19	–	–	–	–	–	–	–	1	2	–	2	5	–	1	5	2	–	–	–	–	–	–	–
Motor vehicle mechanics	32	10.17	9.25	8.95–11.58	–	–	–	–	–	–	–	–	1	4	1	4	8	4	–	–	–	4	–	–	–	4	2
Nonmanufacturing	17	11.36	11.58	9.50–13.89	–	–	–	–	–	–	–	–	–	2	1	–	–	4	–	–	–	4	–	–	–	4	2
Maintenance workers (general)	158	5.51	5.25	4.50– 6.25	13	26	13	9	28	16	21	4	20	2	–	–	6	–	–	–	–	–	–	–	–	–	–
Manufacturing	26	6.31	6.13	5.00– 6.50	–	3	2	1	5	–	8	1	–	–	–	–	6	–	–	–	–	–	–	–	–	–	–
Nonmanufacturing	132	5.36	5.22	4.35– 6.20	13	23	11	8	23	16	13	3	20	2	–	–	–	–	–	–	–	–	–	–	–	–	–

See footnotes at end of tables.

Table A-5. Hourly earnings of material movement and custodial workers in Daytona Beach, FL, August 1985

Occupation and industry division	Number of workers	Hourly earnings (in dollars)[1]			Number of workers receiving straight-time hourly earnings (in dollars) of —																						
		Mean[1]	Median[1]	Middle range[1]	3.35 and under 3.50	3.50 – 3.75	3.75 – 4.00	4.00 – 4.25	4.25 – 4.50	4.50 – 4.75	4.75 – 5.00	5.00 – 5.25	5.25 – 5.50	5.50 – 5.75	5.75 – 6.00	6.00 – 6.25	6.25 – 6.50	6.50 – 6.75	6.75 – 7.00	7.00 – 7.25	7.25 – 7.50	7.50 – 7.75	7.75 – 8.00	8.00 – 8.50	8.50 – 9.00	9.00 – 9.50	9.50 and over
Truckdrivers	204	8.33	7.75	5.53– 9.00	–	–	–	4	4	8	13	5	8	13	7	7	1	8	–	12	5	6	11	7	10	30	* 45
Nonmanufacturing	124	6.50	6.50	5.15–14.16	–	–	–	4	4	8	12	4	8	12	4	5	–	4	–	8	–	–	8	–	–	–	43
Truckdrivers, heavy truck	100	7.48	7.75	5.70– 9.00	–	–	–	–	–	–	8	5	–	12	–	2	–	2	–	8	5	8	7	5	10	30	–
Shippers and receivers	31	7.98	7.82	7.20– 9.42	–	–	–	–	–	–	–	–	1	–	–	3	2	–	–	3	1	4	3	2	–	12	–
Manufacturing	31	7.98	7.82	7.20– 9.42	–	–	–	–	–	–	–	–	1	–	–	3	2	–	–	3	1	4	3	2	–	12	–
Warehousemen	36	6.67	6.20	5.30– 7.14	–	–	–	1	2	1	2	3	–	–	–	12	2	1	–	5	1	–	1	2	–	–	3
Manufacturing	33	6.14	6.20	5.00– 7.14	–	–	–	1	2	1	2	3	–	–	–	12	2	1	–	5	1	–	1	2	–	–	–
Forklift operators	35	5.61	5.00	4.60– 6.50	–	–	–	2	5	8	2	3	4	1	–	–	1	1	–	3	–	–	–	–	5	–	–
Janitors, porters, and cleaners	257	4.50	4.00	3.60– 5.16	33	50	27	33	13	28	–	10	17	9	–	–	28	1	–	2	3	–	–	–	–	3	–
Manufacturing	70	5.62	5.50	5.00– 6.47	–	–	3	7	–	3	–	6	16	5	–	–	26	1	–	–	3	–	–	–	–	–	–
Nonmanufacturing	187	4.07	3.75	3.50– 4.35	33	50	24	26	13	25	–	4	1	4	–	–	2	–	–	2	–	–	–	–	–	3	–

* Workers were distributed as follows: 2 at $10.50 to $11.00; 3 at $11.00 to $11.50; and 40 at $14.00 to $14.50.
Also see footnotes at end of tables.

BEST COPY AVAILABLE

Table A-6. Average hourly earnings of maintenance, toolroom, powerplant, material movement, and custodial workers, by sex, in Daytona Beach, FL, August 1985

Sex,[1] occupation, and industry division	Number of workers	Average (mean[2]) hourly earnings (in dollars)[3]
Maintenance, toolroom, and powerplant occupations - men		
Maintenance electricians	21	11.38
Maintenance mechanics (machinery)	28	10.57
Manufacturing	18	9.09
Motor vehicle mechanics	32	10.17
Nonmanufacturing	17	11.36
Maintenance workers (general)	158	5.51
Manufacturing	26	6.31
Nonmanufacturing	132	5.36
Material movement and custodial occupations - men		
Truckdrivers	200	8.26
Truckdrivers, heavy truck	100	7.48
Shippers and receivers	23	7.66
Manufacturing	23	7.66
Warehousemen	28	6.28
Manufacturing	27	6.05
Forklift operators	35	5.81
Janitors, porters, and cleaners	212	4.45
Manufacturing	57	5.81
Nonmanufacturing	155	4.02
Material movement and custodial occupations - women		
Janitors, porters, and cleaners	45	4.72
Nonmanufacturing	32	4.33

See footnotes at end of tables.

Table 7. Indexes of earnings and percent increases for selected occupational groups, Daytona Beach, FL, August 1985

Data for this area do not meet publication criteria. Reference to A-7 in the standard text of the bulletin does not apply to this area.

Table A-8. Pay relationships in establishments with paired office clerical occupations, Daytona Beach, FL, August 1985

Occupation for which earnings are compared	Occupation for which average earnings equal 100									
	Secretaries			Word Processors	Switchboard operators	Switchboard operator-receptionists	Accounting clerks		Payroll clerks	Key entry operators
	I	II	III	II			II	III		I
Secretaries I	100	(*)	(*)	(*)	(*)	(*)	118	103	(*)	107
Secretaries II	(*)	100	92	(*)	(*)	115	105	(*)	98	(*)
Secretaries III	(*)	109	100	(*)	144	123	118	(*)	120	137
Word processors II	(*)	(*)	(*)	100	(*)	114	106	(*)	(*)	115
Switchboard operators	(*)	(*)	89	(*)	100	(*)	91	54	90	93
Switchboard operator-receptionists	(*)	87	82	88	(*)	100	94	82	82	108
Accounting clerks II	85	95	85	94	110	106	100	80	93	104
Accounting clerks III	97	(*)	(*)	(*)	186	122	124	100	117	149
Payroll clerks	(*)	102	84	(*)	112	122	107	85	100	119
Key entry operators I	93	(*)	73	87	107	92	96	67	84	100

NOTE: This matrix table shows the average (mean) relationship of earnings in establishments between any two occupations compared. Earnings for an occupation in the table stub are expressed as a percent of the earnings for an occupation in the column heading at the point where the data lines for the two intersect. For example, reading across the Accounting clerks II row, the 85 in the Secretaries I column indicates that Accounting clerks II average 85 percent of (or 15 percent less than) the earnings of Secretaries I.

See appendix A for method of computation.

Also see footnotes at end of tables.

BEST COPY AVAILABLE

Table A-9. Pay relationships in establishments with paired professional and technical occupations, Daytona Beach, FL, August 1985

Occupation for which earnings are compared	Occupation for which average earnings equal 100	
	Electronics technicians	
	II	III
Electronics technicians II	**100**	77
Electronics technicians III	130	**100**

See table A-8 for description of these pay relationships and appendix A for method of computation.
Also see footnotes at end of tables.

Table A-10. Pay relationships in establishments with paired maintenance, toolroom, and powerplant occupations, Daytona Beach, FL, August 1985

Occupation for which earnings are compared	Occupation for which average earnings equal 100			
	Electricians	Maintenance mechanics (machinery)	Motor vehicle mechanics	Maintenance workers (general)
Maintenance electricians	**100**	(*)	(*)	(*)
Maintenance mechanics (machinery)	(*)	**100**	(*)	(*)
Motor vehicle mechanics	(*)	(*)	**100**	(*)
Maintenance workers (general)	(*)	(*)	(*)	**100**

See table A-8 for description of these pay relationships and appendix A for method of computation.
Also see footnotes at end of tables.

Table A-11. Pay relationships in establishments with paired material movement and custodial occupations, Daytona Beach, FL, August 1985

Occupation for which earnings are compared	Occupation for which average earnings equal 100				
	Truckdrivers	Shippers and receivers	Warehousemen	Forklift operators	Janitors, porters, and cleaners
	Heavy truck				
Truckdrivers, heavy truck	**100**	(*)	(*)	(*)	(*)
Shippers and receivers	(*)	**100**	103	(*)	118
Warehousemen	(*)	97	**100**	(*)	117
Forklift operators	(*)	(*)	(*)	**100**	111
Janitors, porters, and cleaners	(*)	84	85	90	**100**

See table A-8 for description of these pay relationships and appendix A for method of computation.
Also see footnotes at end of tables.

BEST COPY AVAILABLE

Table B-1. Minimum entrance salaries for inexperienced typists and clerks in Daytona Beach, FL, August 1985

Minimum weekly straight-time salary[1]	Inexperienced typists			Other inexperienced clerical workers[2]				
		Manufacturing	Nonmanufacturing		Manufacturing		Nonmanufacturing	
	All industries	All schedules	All schedules	All industries	All schedules	40-hour schedules	All schedules	40-hour schedules
Establishments studied	91	20	71	91	20	(*)	71	(*)
Establishments having a specified minimum	4	2	2	20	8	6	12	9
Under $140	–	–	–	1	–	–	1	–
$140 and under $145	–	–	–	1	–	–	1	1
$145 and under $150	–	–	–	1	–	–	1	1
$150 and under $155	1	1	–	3	2	1	1	1
$155 and under $160	1	–	1	1	–	–	1	1
$160 and under $165	–	–	–	4	2	2	2	2
$165 and under $170	–	–	–	–	–	–	–	–
$170 and under $175	1	1	–	1	–	–	1	1
$175 and under $180	–	–	–	2	1	1	1	1
$180 and under $185	–	–	–	1	–	–	1	–
$185 and under $190	1	–	1	1	–	–	1	–
$190 and under $195	–	–	–	–	–	–	–	–
$195 and under $200	–	–	–	1	1	1	–	–
$200 and under $210	–	–	–	1	1	1	–	–
$210 and under $220	–	–	–	2	1	–	1	1
Establishments having no specified minimum	4	1	3	18	4	(*)	14	(*)
Establishments which did not employ workers in this category	83	17	66	53	8	(*)	45	(*)

See footnotes at end of tables.

BEST COPY AVAILABLE

Table B-2. Late-shift pay provisions for full-time manufacturing production and related workers in Daytona Beach, FL, August 1985

(All full-time manufacturing production and related workers = 100 percent)

Item	Workers in establishments with late-shift provisions[1]		Workers on late shifts	
	Second shift	Third shift	Second shift	Third shift
Total workers (in percent)	89.0	72.4	18.9	5.4
With no pay differential for late-shift work	6.4	6.4	1.0	.3
With pay differential for late-shift work	82.6	66.0	18.0	5.1
Uniform cents-per-hour differential	55.1	38.5	11.8	4.6
Uniform percentage differential	27.5	27.5	6.2	.5
By type and amount of pay differential:				
Uniform cents-per-hour:				
10 cents	9.0	-	1.3	-
15 cents	15.0	3.8	3.3	.3
20 cents	7.9	15.0	3.2	3.3
25 cents	15.3	-	3.3	-
30 cents	4.1	-	.8	-
35 cents	-	8.2	-	.5
40 cents	-	7.9	-	.5
50 cents	3.7	-	-	-
75 cents	-	3.7	-	-
Uniform percentage:				
5 percent	16.2	-	4.6	-
10 percent	11.3	8.7	1.6	.3
15 percent	-	16.2	-	.1
20 percent	-	2.5	-	-
Average pay differential (in cents or percent):				
Uniform cents-per-hour differential	21.2	32.1	19.6	23.6
Uniform percentage differential	7.1	13.9	6.3	11.4

See footnotes at end of tables.

BEST COPY AVAILABLE

Table B-3. Scheduled weekly hours and days of full-time first-shift workers in Daytona Beach, FL, August 1985

Item	Production and related workers				Office workers			
	All industries	Manufacturing	Nonmanufacturing	Transportation and utilities	All industries	Manufacturing	Nonmanufacturing	Transportation and utilities
All full-time day-shift workers (in percent)	100	100	100	100	100	100	100	100
Scheduled to work:								
21 hours—5 days	-	-	-	-	(1)	-	(1)	-
25 hours—5 days	-	-	-	-	(1)	-	(1)	-
27.5 hours—5 days	-	-	-	-	(1)	-	(1)	-
30 hours—5 days	5	-	7	-	-	-	-	-
32 hours—5 days	2	-	3	-	-	-	-	-
32.5 hours—5 days	2	-	3	-	-	-	-	-
35 hours—5 days	8	-	12	-	2	-	2	-
36.2 hours—5 days	2	-	2	-	-	-	-	-
36.25 hours—5 days	-	-	-	-	(1)	-	(1)	-
37 hours—5 days	1	2	-	-	(1)	2	-	-
37.5 hours—5 days	8	8	4	-	19	18	19	17
38.55 hours—5 days	-	-	-	-	2	-	3	-
40 hours	70	76	67	94	74	80	72	83
5 days	69	76	65	94	74	80	72	83
6 days	1	-	2	-	-	-	-	-
44 hours—5.5 days	-	-	-	-	(1)	-	(1)	-
45 hours—5 days	1	-	2	-	1	-	2	-
48 hours—6 days	2	7	-	-	(1)	-	(1)	-
50 hours—5.5 days	2	6	-	-	(1)	1	-	-
56 hours—2.5 days	(1)	-	1	6	-	-	-	-
Average weekly schedule (in hours)	39.1	40.9	38.3	41.0	39.4	39.6	39.4	39.6

See footnotes at end of tables.

BEST COPY AVAILABLE

Table B-4. Annual paid holidays for full-time workers in Daytona Beach, FL, August 1985

Item	Production and related workers				Office workers			
	All industries	Manufacturing	Nonmanufacturing	Transportation and utilities	All industries	Manufacturing	Nonmanufacturing	Transportation and utilities
All full-time workers (in percent)	100	100	100	100	100	100	100	100
In establishments not providing paid holidays	21	3	29	-	2	1	2	-
In establishments providing paid holidays	79	97	71	100	98	99	98	100
Number of holidays:								
6 half days	2	-	3	6	-	-	-	-
1 holiday	3	-	4	-	(1)	-	(1)	-
2 holidays	4	-	6	-	(1)	-	1	-
3 holidays	1	-	1	-	-	-	-	-
4 holidays	1	-	2	-	(1)	-	(1)	-
5 holidays	12	5	15	-	4	3	5	-
6 holidays	9	2	13	13	6	3	9	3
7 holidays	14	20	11	-	11	31	4	-
8 holidays	6	6	7	12	2	1	2	1
9 holidays	1	-	1	5	31	-	42	-
10 holidays	22	56	6	64	39	49	35	96
Plus 1 half day	2	-	3	-	-	-	-	-
11 holidays	2	5	(1)	-	3	10	(1)	-
13 holidays	1	2	-	-	(1)	2	-	-
Total paid holiday time[2]:								
1 day or more	79	97	71	100	98	99	98	100
2 days or more	77	97	67	100	98	99	98	100
3 days or more	72	97	61	100	98	99	97	100
4 days or more	70	97	57	94	98	99	97	100
5 days or more	69	97	55	94	97	99	97	[illegible]
6 days or more	57	92	40	94	93	96	92	[illegible]
7 days or more	48	90	28	81	85	93	83	97
8 days or more	34	69	17	81	74	82	79	97
9 days or more	27	64	10	69	72	81	77	96
10 days or more	27	64	9	64	42	81	35	96
10.5 days or more	5	8	4	-	3	12	(1)	-
11 days or more	3	8	(1)	-	3	12	(1)	-
13 days	1	2	-	-	(1)	2	-	-
Average number of paid holidays where provided (in days)	7.1	9.0	5.9	8.8	8.8	8.9	8.7	9.8

See footnotes at end of tables.

BEST COPY AVAILABLE

Table B-5. Paid vacation provisions for full-time workers in Daytona Beach, FL, August 1985

Item	Production and related workers				Office workers			
	All industries	Manufacturing	Nonmanufacturing	Transportation and utilities	All industries	Manufacturing	Nonmanufacturing	Transportation and utilities
All full-time workers (in percent)	100	100	100	100	100	100	100	100
In establishments not providing paid vacations	6	3	7	-	(1)	-	(1)	-
In establishments providing paid vacations	94	97	93	100	99	100	99	100
Length-of-time payment	90	83	93	100	99	100	99	100
Percentage payment	4	13	-	-	-	-	-	-
By vacation pay provisions for[1]:								
6 months of service:								
Under 1 week	7	18	2	-	8	26	1	-
1 week	5	2	6	34	31	10	38	18
Over 1 and under 2 weeks	2	2	3	13	2	2	3	2
2 weeks	3	-	5	-	10	-	13	-
1 year of service:								
Under 1 week	2	-	3	-	-	-	-	-
1 week	66	68	65	12	19	40	11	1
Over 1 and under 2 weeks	(1)	-	1	6	-	-	-	-
2 weeks	22	27	20	68	79	59	86	97
Over 2 and under 3 weeks	1	2	1	13	1	2	1	2
Over 3 and under 4 weeks	(1)	-	(1)	-	1	-	1	-
4 weeks	2	-	3	-	-	-	-	-
2 years of service:								
1 week	23	29	20	-	4	9	2	-
Over 1 and under 2 weeks	1	2	1	-	1	2	-	-
2 weeks	66	64	67	87	93	87	95	98
Over 2 and under 3 weeks	1	2	1	13	1	2	1	2
Over 3 and under 4 weeks	(1)	-	(1)	-	1	-	1	-
4 weeks	2	-	3	-	-	-	-	-
3 years of service:								
1 week	11	-	17	-	1	-	2	-
Over 1 and under 2 weeks	1	2	1	-	1	2	-	-
2 weeks	78	92	71	87	96	96	96	96
Over 2 and under 3 weeks	1	2	1	13	1	2	1	2
Over 3 and under 4 weeks	(1)	-	(1)	-	1	-	1	-
4 weeks	2	-	3	-	-	-	-	-
4 years of service:								
1 week	11	-	17	-	1	-	2	-
Over 1 and under 2 weeks	1	-	1	-	-	-	-	-
2 weeks	78	92	71	87	94	96	93	96
Over 2 and under 3 weeks	2	2	1	13	3	2	4	2
3 weeks	1	2	-	-	(1)	2	-	-
Over 3 and under 4 weeks	(1)	-	(1)	-	1	-	1	-
4 weeks	2	-	3	-	-	-	-	-
5 years of service:								
1 week	9	-	13	-	1	-	1	-
2 weeks	62	62	52	72	55	60	53	96
Over 2 and under 3 weeks	4	7	3	13	9	21	4	2
3 weeks	16	6	20	8	34	17	40	2
Over 3 and under 4 weeks	1	2	1	6	1	2	1	-
4 weeks	2	-	3	-	-	-	-	-

See footnotes at end of tables.

BEST COPY AVAILABLE

Table B-5. Paid vacation provisions for full-time workers in Daytona Beach, FL, August 1985 —Continued

Item	Production and related workers				Office workers			
	All industries	Manufacturing	Nonmanufacturing	Transportation and utilities	All industries	Manufacturing	Nonmanufacturing	Transportation and utilities
8 years of service:								
1 week	9	-	13	-	1	-	1	-
2 weeks	46	59	40	12	16	29	12	(1)
Over 2 and under 3 weeks	3	-	4	13	7	-	9	2
3 weeks	33	36	32	68	74	70	76	97
Over 3 and under 4 weeks	1	2	1	6	1	2	1	-
4 weeks	2	-	3	-	-	-	-	-
10 years of service:								
1 week	9	-	13	-	1	-	1	-
2 weeks	18	7	23	-	8	5	9	-
Over 2 and under 3 weeks	1	-	2	13	1	-	1	2
3 weeks	57	86	44	81	77	85	75	97
Over 3 and under 4 weeks	(1)	-	(1)	-	3	-	4	-
4 weeks	6	2	8	-	9	8	9	1
Over 4 and under 5 weeks	1	2	1	6	(1)	2	-	-
5 weeks	1	-	2	-	(1)	-	(1)	-
12 years of service:								
1 week	9	-	13	-	1	-	1	-
2 weeks	16	1	23	-	7	2	8	-
Over 2 and under 3 weeks	1	-	2	13	1	-	1	2
3 weeks	59	92	43	72	75	88	70	95
Over 3 and under 4 weeks	(1)	-	(1)	-	7	-	9	-
4 weeks	6	2	8	8	9	8	10	2
Over 4 and under 5 weeks	1	2	1	6	(1)	2	-	-
5 weeks	1	-	2	-	(1)	-	(1)	-
15 years of service:								
1 week	9	-	13	-	1	-	1	-
2 weeks	16	1	23	-	7	2	8	-
Over 2 and under 3 weeks	1	-	2	13	1	-	1	2
3 weeks	39	74	22	7	26	39	21	(1)
Over 3 and under 4 weeks	1	-	1	-	3	-	5	-
4 weeks	24	19	26	73	61	57	63	97
Over 4 and under 5 weeks	(1)	-	1	6	-	-	-	-
5 weeks	3	-	5	-	(1)	-	(1)	-
Over 5 and under 6 weeks	1	2	-	-	(1)	2	-	-
20 years of service:								
1 week	9	-	13	-	1	-	1	-
2 weeks	16	1	23	-	7	2	8	-
Over 2 and under 3 weeks	1	-	2	13	1	-	1	2
3 weeks	28	45	19	7	11	23	6	(1)
Over 3 and under 4 weeks	(1)	-	(1)	-	1	-	1	-
4 weeks	30	38	26	64	73	51	81	97
Over 4 and under 5 weeks	(1)	-	1	6	-	-	-	-
5 weeks	9	11	8	9	6	23	(1)	(1)
6 weeks	-	-	-	-	(1)	2	-	-
Over 6 and under 7 weeks	1	2	-	-	-	-	-	-

See footnotes at end of tables.

BEST COPY AVAILABLE

Table B-5. Paid vacation provisions for full-time workers in Daytona Beach, FL, August 1985 —Continued

Item	Production and related workers				Office workers			
	All industries	Manufacturing	Nonmanufacturing	Transportation and utilities	All industries	Manufacturing	Nonmanufacturing	Transportation and utilities
25 years of service:								
1 week	9	-	13	-	1	-	1	-
2 weeks	16	1	23	-	7	2	8	-
Over 2 and under 3 weeks	1	-	2	13	1	-	1	2
3 weeks	28	45	19	7	10	23	6	(1)
Over 3 and under 4 weeks	(1)	-	(1)	-	1	-	1	-
4 weeks	21	38	13	4	38	42	37	2
Over 4 and under 5 weeks	(1)	-	1	6	-	-	-	-
5 weeks	17	11	20	65	42	31	46	95
6 weeks	(1)	-	(1)	4	(1)	-	(1)	(1)
7 weeks	-	-	-	-	(1)	2	-	-
Over 7 and under 8 weeks	1	2	-	-	-	-	-	-
30 years of service:								
1 week	9	-	13	-	1	-	1	-
2 weeks	16	1	23	-	7	2	8	-
Over 2 and under 3 weeks	1	-	2	13	1	-	1	2
3 weeks	28	45	19	7	10	23	6	(1)
Over 3 and under 4 weeks	(1)	-	(1)	-	1	-	1	-
4 weeks	21	38	13	4	37	36	37	2
Over 4 and under 5 weeks	(1)	-	1	6	-	-	-	-
5 weeks	15	3	20	65	38	17	46	95
6 weeks	2	7	-	-	5	21	-	-
7 weeks	(1)	-	(1)	4	(1)	-	(1)	(1)
8 weeks	-	-	-	-	(1)	2	-	-
Over 8 and under 9 weeks	1	2	-	-	-	-	-	-
Maximum vacation available:								
1 week	9	-	13	-	1	-	1	-
2 weeks	16	1	23	-	7	2	8	-
Over 2 and under 3 weeks	1	-	2	13	1	-	1	2
3 weeks	28	45	19	7	10	23	6	(1)
Over 3 and under 4 weeks	(1)	-	(1)	-	1	-	1	-
4 weeks	21	38	13	4	37	36	37	2
Over 4 and under 5 weeks	(1)	-	1	6	-	-	-	-
5 weeks	15	3	20	65	38	17	46	95
6 weeks	2	7	-	-	5	21	-	-
7 weeks	(1)	-	(1)	4	(1)	-	(1)	(1)
Over 9 weeks	1	2	-	-	(1)	2	-	-

See footnotes at end of tables.

BEST COPY AVAILABLE

Table B-6. Health, insurance, and retirement plans offered to full-time workers in Daytona Beach, FL, August 1985

Item	Production and related workers				Office workers			
	All industries	Manufacturing	Nonmanufacturing	Transportation and utilities	All industries	Manufacturing	Nonmanufacturing	Transportation and utilities
All full-time workers (in percent)	100	100	100	100	100	100	100	100
In establishments offering at least one of the benefits shown below[15]	85	100	78	100	99	100	99	100
Life insurance	81	97	74	100	98	96	98	100
Noncontributory plans	55	74	46	100	85	81	87	100
Accidental death and dismemberment insurance	60	60	60	96	80	73	83	99
Noncontributory plans	41	57	34	82	54	71	48	21
Sickness and accident insurance or sick leave or both	62	83	53	100	94	90	96	100
Sickness and accident insurance	35	52	27	45	34	45	30	19
Noncontributory plans	29	52	18	45	29	45	23	19
Sick leave (full pay and no waiting period)	48	64	40	74	86	89	84	82
Sick leave (partial pay or waiting period)	9	13	6	26	6	–	8	17
Long-term disability insurance	17	18	16	83	71	54	77	99
Noncontributory plans	11	7	12	78	65	32	77	98
Hospitalization insurance	81	96	74	100	98	98	96	100
Noncontributory plans	43	89	21	96	66	94	56	99
Surgical insurance	81	96	74	100	98	98	96	100
Noncontributory plans	43	89	21	96	66	94	56	99
Medical insurance	80	96	72	100	98	98	96	100
Noncontributory plans	43	89	21	96	66	94	56	99
Major medical insurance	80	96	72	100	98	98	96	100
Noncontributory plans	43	89	21	96	66	94	56	99
Dental insurance	36	64	22	68	77	74	78	97
Noncontributory plans	25	59	9	30	31	71	17	17
Health maintenance organization	44	75	29	65	53	73	46	82
Noncontributory plans	10	20	5	7	15	28	11	(16)
Retirement plans[16]	57	84	44	87	86	84	87	98
Noncontributory plans	49	70	39	80	79	80	85	97
Pension	45	68	34	87	81	75	84	98
Noncontributory plans	41	61	31	80	78	55	84	97
Lump sum	14	24	10	–	6	12	3	–
Noncontributory plans	9	17	5	–	3	8	1	–
Other[17]	2	–	2	–	8	–	11	–
Noncontributory plans	2	–	2	–	8	–	11	–

See footnotes at end of tables.

BEST COPY AVAILABLE

Table B-7. Health plan participation by full-time workers in Daytona Beach, FL, August 1985

Item	Production and related workers				Office workers			
	All industries	Manufacturing	Nonmanufacturing	Transportation and utilities	All industries	Manufacturing	Nonmanufacturing	Transportation and utilities
All full-time workers (in percent)	100	100	100	100	100	100	100	100
Participating in:								
Hospitalization insurance	65	86	54	85	85	91	83	96
Noncontributory plans	40	80	21	80	61	87	52	95
Surgical insurance	65	86	54	85	85	91	83	96
Noncontributory plans	40	80	21	80	61	87	52	95
Medical insurance	64	86	54	85	85	91	83	96
Noncontributory plans	40	80	21	80	61	87	52	95
Major medical insurance	64	86	53	85	85	91	83	96
Noncontributory plans	40	80	21	80	61	87	52	95
Dental insurance	34	62	20	67	73	73	73	94
Noncontributory plans	25	58	9	30	31	70	17	17
Health maintenance organization	7	11	5	15	6	8	5	4
Noncontributory plans	2	6	(18)	2	2	4	2	–

See footnotes at end of tables.

BEST COPY AVAILABLE

Table B-8. Other selected benefits for full-time workers in Daytona Beach, FL, August 1985

Item	Production and related workers				Office workers			
	All industries	Manufacturing	Nonmanufacturing	Transportation and utilities	All industries	Manufacturing	Nonmanufacturing	Transportation and utilities
All full-time workers (in percent)	100	100	100	100	100	100	100	100
In establishments providing:								
Severance pay	17	17	17	34	26	38	22	18
Supplemental unemployment benefits	–	–	–	–	–	–	–	–
Cost-of-living adjustments	4	7	3	31	5	–	6	17
Based on BLS Consumer Price Index	4	7	3	31	5	–	6	17
Other basis than BLS Consumer Price Index	–	–	–	–	–	–	–	–
Paid leave:								
Jury duty	86	84	57	94	92	88	94	99
Funeral	46	48	44	87	69	68	70	98
Military	31	39	27	34	40	39	40	18
Personal leave[18]	3	–	5	26	15	15	15	18
3 days	1	–	2	–	5	–	7	–
4 days	2	–	2	26	5	–	6	17
6 days	–	–	–	–	4	15	1	1
Variable or unspecified[19]	([19])	–	([19])	–	1	–	1	–
Average amount of paid personal leave in establishments providing uniform and specified benefits (in days)	3.5	–	3.5	4.0	4.6	6.0	4.1	4.1

See footnotes at end of tables.

BEST COPY AVAILABLE

Footnotes

Some of these standard footnotes may not apply to this bulletin.

[1] Standard hours reflect the workweek for which employees receive their regular straight-time salaries (exclusive of pay for overtime at regular and/or premium rates), and the earnings correspond to these weekly hours.

[2] Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Cost-of-living allowances and incentive payments, however, are included.

[3] The mean is computed for each job by totaling the earnings of all workers and dividing by the number of workers. The median designates position—one-half of the workers receive the same as or more and one-half receive the same as or less than the rate shown. The middle range is defined by two rates of pay; one-fourth of the workers earn the same as or less than the lower of these rates and one-fourth earn the same as or more than the higher rate.

[4] Earnings data relate only to workers whose sex identification was provided by the establishment.

[5] Estimates for periods ending prior to 1976 relate to men only for skilled maintenance and unskilled plant workers. All other estimates relate to men and women.

[6] Data do not meet publication criteria or data not available.

[7] Formally established minimum regular straight-time hiring salaries that are paid for standard workweeks. Data are presented for all standard workweeks combined, and for the most common standard workweeks reported.

[8] Excludes workers in subclerical jobs such as messenger.

[9] Work schedules collected only for establishments reporting a formal minimum.

[10] Includes all production and related workers in establishments currently operating late shifts, and establishments whose formal provisions cover late shifts, even though the establishments were not currently operating late shifts.

[11] Less than 0.05 percent.

[12] Less than 0.5 percent.

[13] Full and half days are combined. For example, the proportion of workers receiving 10 or more days includes those receiving *at least* 10 full days, or 9 full days and 2 half days, or 8 full days and 4 half days, and so on.

[14] Payments other than "length of time" are converted to an equivalent time basis; for example, 2 percent of annual earnings was considered as 1 week's pay. Periods of service are chosen arbitrarily and do not necessarily reflect individual provisions for progression; for example, changes in proportions at 20 years include changes between 15 and 20 years. Estimates are cumulative. Thus, the proportion eligible for at least 3 weeks' pay for 20 years includes those eligible for at least 3 weeks' pay after fewer years of service.

[15] Estimates listed after type of benefit are for all plans for which at least a part of the cost is borne by the employer. "Noncontributory plans" include only those financed entirely by the employer. Excluded are legally required plans, such as workers' disability compensation, social security, and railroad retirement.

[16] Establishments providing more than one type of retirement plan (e.g., an annuity and a lump sum payment) may cause the sums of the separate plans to be greater than the total for all retirement plans.

[17] "Other" retirement plans provide for a fixed number of payments (more than one) after which payments are discontinued.

[18] Plans intended for use as paid holidays, vacations, or sick leave are not reported as paid personal leave, but are reported as holidays, vacations, or sick leave in accordance with the intent of the provision.

[19] Variable plans include those that provide differing amounts of leave based on length of service; unspecified plans are formal plans with no specified limit.

BEST COPY AVAILABLE

Appendix A. Scope and Method of Survey

In each of the 70 areas[1] currently surveyed, the Bureau obtains wages and related benefits data from representative establishments within six broad industry divisions: Manufacturing; transportation, communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Government operations and the construction and extractive industries are excluded. Small establishments—generally those with fewer than 50 employees—are excluded because they have few incumbents in the occupations studied. Appendix table 1 shows the number of establishments and workers estimated to be within the scope of this survey, as well as the number actually studied.

Bureau field representatives obtain data by personal visits at 3-year intervals. In each of the two intervening years, only information on employment and occupational earnings is collected by a combination of personal visit, mail questionnaire, and telephone interview from establishments participating in the previous survey.

A sample of the establishments in the scope of the survey is selected for study prior to each personal visit survey. This sample, minus establishments which go out of business or are no longer within the industrial scope of the survey, is retained for the following two annual surveys. In most cases, establishments new to the area are not considered in the scope of the survey until the selection of a sample for a personal visit survey.

The sampling procedures involve detailed stratification of all establishments within the scope of an individual area survey by industry and number of employees. From this stratified universe a probability sample is selected, with each establishment having a predetermined chance of selection. To obtain optimum accuracy at minimum cost, a greater proportion of large than small establishments is selected. When data are combined, each establishment is weighted according to its probability of selection so that unbiased estimates are generated. For example, if one out of four establishments is selected, it is given a weight of 4 to represent itself plus three others. An alternate of the same original probability is chosen in the same industry-size classification if data are not available from the original sample member. If no suitable substitute is available, additional weight is assigned to a sample member that is similar to the missing unit.

Occupations and earnings

Occupations selected for study are common to a variety of manufacturing and nonmanufacturing industries, and are of the following types: (1) Office clerical; (2) professional and technical; (3) maintenance, toolroom, and powerplant; and (4) material movement and custodial. Occupational classification is based on a uniform set of job descriptions designed to take account of interestablishment variation in duties within the same job. Occupations selected for study are listed and described in appendix B, along with corresponding occupational codes and titles from the 1980 edition of the *Standard Occupational Classification Manual*.

Unless otherwise indicated, the earnings data following the job titles are for all industries combined. Earnings data for some of the occupations listed and described, or for some industry divisions within the scope of the survey, are not presented in the A-series tables because either (1) data were insufficient to provide meaningful statistical results, or (2) there is possibility of disclosure of individual establishment data. Separate men's and women's earnings data are not presented when the number of workers not identified by sex is 20 percent or more of the men or women identified in an occupation. Earnings data not shown separately for industry divisions are included in data for all industries combined. Likewise, for occupations with more than one level, data are included in the overall classification when a subclassification is not shown or information to subclassify is not available.

Occupational employment and earnings data are shown for full-time workers, i.e., those hired to work a regular weekly schedule. Earnings data exclude premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Cost-of-living allowances and incentive payments, however, are included. Weekly hours for office clerical and professional and technical occupations refer to the standard workweek (rounded to the nearest half hour) for which employees receive regular straight-time salaries (exclusive of pay for overtime at regular and/or premium rates). Average weekly earnings for these occupations are rounded to the nearest half dollar. Most A-series tables provide distributions of workers by earnings; changes in the size of earnings intervals are indicated by heavy vertical lines.

These surveys measure the level of occupational earnings in an area at a particular time. Changes in an occupational average over time reflect, in addition to earnings changes, factors such as changes in proportions of workers employed by high- or low-wage firms, or high-wage workers advancing to better jobs and being replaced by new workers at lower rates. Such shifts in employment could decrease an occupational

BEST COPY AVAILABLE

average even though most establishments in an area increase wages during the year. Changes in earnings of occupational groups, shown in table A-7, are better indicators of wage trends than are earnings changes for individual jobs within the groups.

Average earnings reflect composite, areawide estimates. Industries and establishments differ in pay level and job staffing, and thus contribute differently to the estimates for each job. Pay averages may fail to reflect accurately the wage differential among jobs in individual establishments.

Average pay levels for men and women in selected occupations should not be assumed to reflect differences in pay of the sexes within individual establishments. Factors which may contribute to differences include progression within established rate ranges (only the rates paid incumbents are collected) and performance of specific duties within the general survey job descriptions. Job descriptions used to classify employees in these surveys usually are more generalized than those used in individual establishments and allow for minor differences among establishments in specific duties performed.

Occupational employment estimates represent the total in all establishments within the scope of the study and not the number actually surveyed. Because occupational structures among establishments differ, estimates of occupational employment obtained from the sample of establishments studied serve only to indicate the relative importance of the jobs studied. These differences in occupational structure do not affect materially the accuracy of the earnings data.

Wage trends for selected occupational groups

Indexes in table A-7 measure wages at a given time, expressed as a percent of wages during the base period. Subtracting 100 from the index yields the percent change in wages from the base period to the date of the index. The percent increases in table A-7 relate to wage changes between the indicated dates. Annual rates of increase, where shown, reflect the amount of increase for 12 months when the time span between surveys was other than 12 months. These computations are based on the assumption that wages increased at a constant rate between surveys.

The indexes and percent increases are based on changes in average hourly earnings of men and women in establishments reporting the trend jobs in both the current and previous year (matched establishments). The data are adjusted to remove the effect on average earnings of employment shifts among establishments and turnover of establishments included in survey samples. The percent increases, however, are still affected by factors other than wage increases. Turnover may affect an establishment average for an occupation when workers are paid under plans providing a range of wage rates for individual jobs. In periods of increased hiring, for example, new employees may enter at the bottom of the range, depressing the average without a change in wage rates.

Occupations used to compute wage trends are:

Office clerical

Secretaries
Stenographers I and II
Typists I and II
File clerks I, II, and III
Messengers
Switchboard operators
Order clerks I and II
Accounting clerks I, II, III, and IV
Payroll clerks
Key entry operators I and II

Electronic data processing

Computer systems analysts I, II, and III
Computer programmers I, II, and III
Computer operators I, II, and III

Industrial nurses

Registered industrial nurses

Skilled maintenance

Carpenters
Electricians
Painters
Machinists
Mechanics (machinery)
Pipefitters
Motor vehicle mechanics
Tool and die makers

Unskilled plant

Janitors, porters, and cleaners
Material handling laborers

Percent changes for individual areas in the program are computed as follows:

1. Average earnings are computed for each occupation for the 2 years being compared. The averages are derived from earnings in those establishments which are in the survey both years; it is assumed that employment remains unchanged.

2. Each occupation is assigned a weight based on its proportionate employment in the occupational group.

3. These weights are used to compute group averages. Each occupation's average earnings (computed in step 1) are multiplied by its weight. The products are totaled to obtain a group average.

4. The ratio of group averages for 2 consecutive years is computed by dividing the average for the current year by the average for the earlier year. The result—expressed as a percent—less 100 is the percent change.

The index is computed by adding 100 to the most recent percent increase, multiplying the total by the previous year's index number, and dividing the product by 100 to obtain the current index value.

Pay relationships in establishments

Tables A-8 through A-11 compare average pay of occupations in individual establishments. These comparisons, expressed as pay relatives (pay for one of the occupations equals 100), yield different results than comparisons of overall survey averages, such as those shown in tables A-1 through A-6. The latter reflect differences in contributions to the survey averages by establishments with disparate pay levels; the pay relative comparisons are not affected by such differences. The following procedures are used to compute relatives in tables A-8 through A-11:

BEST COPY AVAILABLE

1. Establishments employing workers in both of the paired occupations were identified.

2. Pay levels (averages) for the two occupations were weighted by the combined employment of both jobs to reflect each establishment's contribution to the totals used in this comparison.

3. The weighted pay levels of the two jobs were summed separately; each total was divided by the other and the quotients multiplied by 100 to produce the two pay relatives shown for each job pairing.

Establishment practices and employee benefits

The incidence of selected establishment practices and employee benefits is studied for full-time production and related workers and office workers. Production and related workers (referred to hereafter as production workers) include working supervisors and all nonsupervisory workers (including group leaders and trainees) engaged in fabricating, processing, assembling, inspection, receiving, storage, handling, packing, warehousing, shipping, maintenance, repair, janitorial and guard services, auxiliary production for plant's own use (e.g., powerplant), and recordkeeping and other services closely associated with the above production operations. (Cafeteria and route workers are excluded in manufacturing industries but included in nonmanufacturing industries.) In finance and insurance, no workers are considered to be production workers. Office workers include working supervisors and all nonsupervisory workers (including lead workers and trainees) performing clerical or related office functions in such departments as accounting, advertising, purchasing, collection, credit, finance, legal, payroll, personnel, sales, industrial relations, public relations, executive, drafting or transportation. Administrative, executive, professional, and part-time employees as well as construction workers utilized as a separate work force are excluded from both the production and office worker categories.

Minimum entrance salaries (table B-1). Minimum entrance salaries for office workers relate only to the establishments visited. Because of the optimum sampling techniques used and the probability that large establishments are more likely than small establishments to have formal entrance rates above the subclerical level, the table is more representative of policies in medium and large establishments.

Shift differentials–manufacturing (table B-2). Data were collected on policies of manufacturing establishments regarding pay differentials for production workers on late shifts. Establishments considered as having policies are those which (1) have provisions in writing covering the operation of late shifts, or (2) have operated late shifts at any time during the 12 months preceding a survey. When establishments have several differentials which vary by job, the differential applying to the majority of the production workers is recorded. When establishments have differentials which apply only to certain hours of work, the differential applying to the most common schedule is recorded.

For purposes of this study, a late shift is either a second (evening) shift which ends at or near midnight or a third (night) shift which starts at or near midnight.

Differentials for second and third shifts are summarized separately for (1) establishment policies (an establishment's differentials are weighted by all production workers in the establishment at the time of the survey) and (2) effective practices (an establishment's differentials are weighted by production workers employed on the specified shift at the time of the survey).

Scheduled weekly hours; paid holidays; paid vacations; health, insurance, and retirement plans; and other selected benefits. Provisions which apply to a majority of the production or office workers in an establishment are considered to apply to all production or office workers in the establishment; a practice or provision is considered nonexistent when it applies to less than a majority. Holidays, vacations, health and insurance plans, and "other selected benefits" (table B-8) are considered applicable to employees currently eligible for the benefits. Retirement plans are considered applicable to employees currently eligible for participation and also to those who will eventually become eligible.

Scheduled weekly hours and days (table B-3). Scheduled weekly hours and days refer to the number of hours and days per week which full-time first (day) shift workers are expected to work, whether paid for at straight- time or overtime rates.

Paid holidays (table B-4). Holidays are included if workers who are not required to work are paid for the time off and those required to work receive premium pay or compensatory time off. They are included only if they are granted annually on a formal basis (provided for in written form or established by custom). Holidays are included even though in a particular year they fall on a nonworkday and employees are not granted another day off. Paid personal holiday plans, typically found in the automobile and related industries, are included as paid holidays.

Data are tabulated to show the percent of workers who (1) are granted specific numbers of whole and half holidays and (2) are granted specified amounts of total holiday time (whole and half holidays are aggregated).

Paid vacations (table B-5). Establishments report their method of calculating vacation pay (time basis, percent of annual earnings, flat-sum payment, etc.) and the amount of vacation pay granted. Only basic formal plans are reported. Vacation bonuses, vacation-savings plans, and "extended" or "sabbatical" benefits beyond basic plans are excluded.

For tabulating vacation pay granted, all provisions are expressed on a time basis. Vacation pay calculated on other than a time basis is converted to its equivalent time period. Two percent of annual earnings, for example, is tabulated as 1 week's vacation pay.

Also, provisions after each specified length of service are related to all production or office workers in an establishment regardless of length of service. Vacation plans commonly provide for a larger amount of vacation pay as service lengthens. Counts of production or office workers by length of service were not obtained. The tabulations of vacation pay granted present, therefore, statistical measures of these provisions rather than proportions of workers actually receiving specific benefits.

Health, insurance, and retirement plans (table B-6). Health, insurance, and retirement plans include plans for which the employer pays either all or part of the cost. The benefits may be underwritten by an insurance company, paid directly by an employer or union, or provided by a health maintenance organization. Provisions for health maintenance organizations (HMO's) are treated separately from insurance provisions.

BEST COPY AVAILABLE

Workers provided the option of an insurance plan or an HMO are reported under both types of plans. A plan is included even though a majority of the employees in an establishment do not choose to participate in it because they are required to bear part of its cost (provided the choice to participate is available to a majority). Legally required plans such as social security, railroad retirement, workers' disability compensation, and temporary disability insurance[2] are excluded.

Life insurance includes formal plans providing indemnity (usually through an insurance policy) in case of death of the covered worker.

Accidental death and dismemberment insurance is limited to plans which provide benefit payments in case of death or loss of limb or sight as a direct result of an accident.

Sickness and accident insurance includes only those plans which provide that predetermined cash payments be made directly to employees who lose time from work because of illness or injury, e.g., $50 a week for up to 26 weeks of disability.

Sick leave plans are limited to formal plans[3] which provide for continuing an employee's pay during absence from work because of illness. Data collected distinguish between (1) plans which provide full pay with no waiting period, and (2) plans which either provide partial pay or require a waiting period.

Long-term disability insurance plans provide payments to totally disabled employees upon the expiration of their paid sick leave and/or sickness and accident insurance, or after a predetermined period of disability (typically 6 months). Payments are made until the end of the disability, a maximum age, or eligibility for retirement benefits. Full or partial payments are almost always reduced by social security, workers' disability compensation, and private pension benefits payable to the disabled employee.

Hospitalization, surgical, and medical insurance plans reported in these surveys provide full or partial payment for basic services rendered. Hospitalization insurance covers hospital room and board and may cover other hospital expenses. Surgical insurance covers surgeons' fees. Medical insurance covers doctors' fees for home, office, or hospital calls. Plans restricted to post-operative medical care or a doctor's care for minor ailments at a worker's place of employment are not considered to be medical insurance.

Major medical insurance coverage applies to services which go beyond the basic services covered under hospitalization, surgical, and medical insurance. Major medical insurance typically (1) requires that a "deductible" (e.g., $100) be met before benefits begin, (2) has a coinsurance feature that requires the insured to pay a portion (e.g., 20 percent) of certain expenses, and (3) has a specified dollar maximum of benefits (e.g., $10,000 a year).

Dental insurance plans provide normal dental service benefits, usually for fillings, extractions, and X-rays. Plans which provide benefits only for oral surgery or repairing accident damage are not reported.

An HMO provides comprehensive health care services to a specified group for fixed periodic payments rather than indemnification or reimbursement for medical, surgical, and hospital expenses.

Retirement pension plans provide for regular payments to the retiree for life. Included are deferred profit-sharing plans which provide the option of purchasing a lifetime annuity. In this area, information on lump sum and "other" retirement plans was collected for the first time. Lump sum plans are defined as those providing for a single payment at retirement; "other" plans include those providing for a fixed number of payments (more than one) after which payments are discontinued.

Health plan participation (table B-7). Estimates are presented on the percent of production and office workers participating in selected health insurance and HMO plans. When an establishment was unable to supply the number of plan participants, approximations (imputations) were made, where possible, by using information from other establishments offering a similar plan. Imputations were never made for more than one-third of the production or clerical workers in an industry group (all industries, manufacturing, nonmanufacturing, and transportation and utilities); when imputations were made, they were usually for considerably less than one-third of the workers. Participation rates were estimated and published if participant numbers (including imputations) were available for 90 percent or more of the production or office workers in an industry group; consequently, a published estimate may not relate to a group total.

Other selected benefits (table B-8). Information on the incidence of severance pay, supplemental unemployment benefits, cost-of-living adjustments, jury-duty leave, funeral leave, military leave, and personal leave was collected for the first time in this area.

Severance pay plans provide one or a limited number of payments to employees permanently separated through no fault of their own for such reasons as technological change or closing or scaling down of a plant or department. Excluded are retirement, profit-sharing, or savings plans, or plans limited to workers separated without prior notice.

Supplemental unemployment benefits (SUB) relate to formal plans designed to supplement benefits paid under State unemployment insurance systems.

Cost-of-living adjustments relate to formal plans by which wage rates are adjusted periodically in keeping with changes in the BLS Consumer Price Index or some other measure.

Paid funeral and jury-duty leave[4] data relate to formal plans that provide at least partial payment for time lost as a result of attending funerals of specified family members, or serving as a juror.

Military leave relates to formal plans providing excused absence from work with full or partial pay while on annual training duty. Plans that provide paid leave only for *temporary emergency* duty are excluded.

Paid personal leave plans are designed to allow workers to be absent from work for a variety of personal reasons. Plans intended for use as (or extension of) paid holidays, vacations, or sick leave are not reported as paid personal leave, but are reported as holidays, vacations, or sick leave in accordance with the intent of the provision.

[1] The Bureau also conducts more limited area studies in approximately 96 areas at the request of the Employment Standards Administration of the U.S. Department of Labor.

[2] Temporary disability insurance which provides benefits to covered workers disabled by injury or illness which is not work-connected is mandatory under State laws in California, New Jersey, New York, and Rhode Island. Establishment plans which meet only the legal requirements are excluded from these data, but those under which (1) employers contribute more than is legally required or (2) benefits exceed those specified in the State law are included. In Rhode Island, benefits are paid out of a State fund to which only employees contribute. In each of the other three States, benefits are paid either from a State fund or through a private plan.

State fund financing: In California, only employees contribute to the State fund; in New Jersey, employees and employers contribute; in New York, employees contribute up to a specified maximum and employers pay the difference between the employees' share and the total contribution required.

BEST COPY AVAILABLE

Private plan financing: In California and New Jersey, employees cannot be required to contribute more than they would if they were covered by the State fund; in New York, employees can agree to contribute more if the State rules that the additional contribution is commensurate with the benefit provided.

Federal legislation (Railroad Unemployment Insurance Act) provides temporary disability insurance benefits to railroad workers for illness or injury, whether work-connected or not. The legislation requires that employers bear the entire cost of the insurance.

[3] An establishment is considered as having a formal plan if it specifies at least the minimum number of days of sick leave available to each employee. Such a plan need not be written, but informal sick leave allowances determined on an individual basis are excluded.

[4] When paid jury-duty leave is required by law, as it is in Alabama, Nebraska, Tennesse, and parts of Massachusetts, plans are included only if the employer provides the employees with benefits exceeding legal requirements.

Appendix table 1. Establishments and workers within scope of survey and number studied in Daytona Beach, FL,[1] August 1985

Industry division[2]	Minimum employment in establishments in scope of survey	Number of establishments		Workers in establishments				
		Within scope of survey[3]	Studied	Within scope of survey				Studied[4]
				Total[5]		Full-time production and related workers	Full-time office workers	
				Number	Percent			
All divisions	-	202	91	32,265	100	16,961	3,807	21,956
Manufacturing	50	33	20	8,980	28	5,526	998	7,940
Nonmanufacturing	-	169	71	23,285	72	11,435	2,809	14,016
Transportation, communication, and other public utilities[6]	50	11	8	2,545	8	1,013	1,023	2,295
Wholesale trade	50	8	3	692	2	(*)	(*)	229
Retail trade	50	85	34	11,952	37	(*)	(*)	7,409
Finance, insurance, and real estate	50	15	8	2,704	8	(*)	(*)	1,685
Services[7]	50	50	18	5,392	17	(*)	(*)	2,418

[1] The Daytona Beach, FL Standard Metropolitan Statistical Area, as defined by the Office of Management and Budget through February 1974, consists of Volusia County. The "workers within scope of survey" estimates provide a reasonably accurate description of the size and composition of the labor force included in the survey. Estimates are not intended, however, for comparison with other statistical series to measure employment trends or levels since (1) planning of wage surveys requires establishment data compiled considerably in advance of the payroll period studied, and (2) small establishments are excluded from the scope of the survey.

[2] The 1972 edition of the *Standard Industrial Classification Manual* was used to classify establishments by industry division. All government operations are excluded from the scope of the survey.

[3] Includes all establishments with total employment at or above the minimum limitation. All outlets (within the area) of nonmanufacturing companies are considered as one establishment when located within the same industry division.

[4] Includes executive, professional, part-time, seasonal, and other workers excluded from the separate production and office categories.

[5] Abbreviated to "transportation and utilities" in the A- and B-series tables. Taxicabs and services incidental to water transportation are excluded. Daytona Beach's transit system is municipally operated and is excluded by definition from the scope of the survey.

[6] Separate data for this division are not presented in the A- and B-series tables, but the division is represented in the "all industries" and "nonmanufacturing" estimates.

[7] Hotels and motels; laundries and other personal services; business services; automobile repair, rental, and parking; motion pictures; nonprofit membership organizations (excluding religious and charitable organizations); and engineering and architectural services.

BEST COPY AVAILABLE

Appendix table 2. Percent of workers covered by labor-management agreements, Daytona Beach, FL, August 1985

Industry division	*Production and related workers*	*Office workers*
All industries	6	5
Manufacturing	5	–
Nonmanufacturing	7	6
Transportation and utilities	76	17

NOTE: An establishment is considered to have a contract covering all production or office workers if a majority of such workers is covered by a labor-management agreement. Therefore, all other production or office workers are employed in establishments that either do not have labor-management contracts in effect, or have contracts that apply to fewer than half of their production or office workers. Estimates are not necessarily representative of the extent to which all workers in the area may be covered by the provisions of labor-management agreements, because small establishments are excluded and the industrial scope of the survey is limited.

Appendix table 3. Industrial composition in manufacturing, Daytona Beach, FL, August 1985

(Percent of all manufacturing workers)

Electric and electronic equipment	38
Communication equipment	29
Electronic components and accessories	8
Fabricated metal products	19
Misc. fabricated metal products	11
Metal forgings and stampings	5
Printing and publishing	14
Newspapers	11
Instruments and related products	10
Medical instruments and supplies	10

NOTE: This information is based on estimates of total employment derived from universe materials compiled before actual survey.

BEST COPY AVAILABLE

Appendix B. Occupational Descriptions

The primary purpose of preparing job descriptions for the Bureau's wage surveys is to assist its field representatives in classifying into appropriate occupations workers who are employed under a variety of payroll titles and different work arrangements from establishment to establishment and from area to area. This permits grouping of occupational wage rates representing comparable job content. Because of this emphasis on comparability of occupational content, the Bureau's job descriptions may differ significantly from those in use in individual establishments or those prepared for other purposes. In applying these job descriptions, the Bureau's field representatives are instructed to exclude working supervisors; apprentices; and part-time, temporary, and probationary workers. Handicapped workers whose earnings are reduced because of their handicap are also excluded. Learners, beginners, and trainees, unless specifically included in the job description, are excluded.

New or revised descriptions or titles are being introduced in this survey for word processor, motor vehicle mechanic, and material handling laborer.

The titles and 2, 3, or 4-digit codes below the job titles in this appendix are taken from the 1980 edition of the *Standard Occupational Classification Manual (SOC)* , issued by the U.S. Department of Commerce, Office of Federal Statistical Policy and Standards.

In general, the Bureau of Labor Statistics' occupational descriptions are much more specific than those found in the SOC manual. The BLS occupation, "Registered Industrial Nurse," for example, is limited to workers providing medical assistance and other related services (e.g., health education) to persons who are ill or become ill or suffer an injury in a factory or other establishment. The SOC occupation (code 29) includes a variety of registered nurses (e.g., school nurse, head nurse, general duty nurse, private duty nurse) that are excluded from the BLS description.

Thus, in comparing the results of this survey with other sources, factors such as differences in occupational definitions and survey scope should be taken into consideration.

Office

SECRETARY

(4622: Secretary)

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

Exclusions. Not all positions that are titled "secretary" possess the above characteristics. Examples of positions which are excluded from the definition are as follows:

a. Clerks or secretaries working under the direction of secretaries or administrative assistants as described in e;

b. Stenographers not fully performing secretarial duties;

c. Stenographers or secretaries assigned to two or more professional, technical, or managerial persons of equivalent rank;

d. Assistants or secretaries performing any kind of technical work, e.g., personnel, accounting, or legal work;

e. Administrative assistants or supervisors performing duties which are more difficult or more responsible than the secretarial work described in LR-1 through LR-4;

f. Secretaries receiving additional pay primarily for maintaining confidentiality of payroll records or other sensitive information;

BEST COPY AVAILABLE

g. Secretaries performing routine receptionist, typing, and filing duties following detailed instructions and guidelines; these duties are less responsible than those described in LR-1 below;

h. Trainees.

Classification by level. Secretary jobs which meet the required characteristics are matched at one of five levels according to two factors: (a) Level of the secretary's supervisor within the overall organizational structure, and (b) level of the secretary's responsibility. The table following the explanations of these factors indicates the level of the secretary for each combination of factors.

Level of Secretary's Supervisor (LS)

Secretaries should be matched at one of the three LS levels below best describing the organization of the secretary's supervisor.

LS-1

Organizational structure is not complex and internal procedures and administrative controls are simple and informal: supervisor directs staff through face-to-face meetings.

LS-2

Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc.; supervisor usually directs staff through intermediate supervisors; internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups which meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

The presence of subordinate supervisors does not by itself mean LS-2 applies, e.g., a clerical processing organization divided into several units, each performing very similar work, is placed in LS-1.

In smaller organizations or industries such as retail trades, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts, as described in LS-3.

LS-3

Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: Financial decisionmaking authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in, such areas as personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor or staff, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched at the level best describing their level of responsibility. When a position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be used to determine which of the levels best matches the position. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

LR-1

Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:

a. Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters;
b. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms;
c. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format;
d. Maintains recurring internal reports, such as: time and leave records, office equipment listings, correspondence controls, training plans, etc.;
e. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

BEST COPY AVAILABLE

LR-2

Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

a. Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member, or other offices. May prepare and sign routine, nontechnical correspondence in own or supervisor's name;
b. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings;
c. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed;
d. Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers nonroutine requests to supervisor or staff;
e. Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.

LR-3

Uses greater judgment and initiative to determine the approach or action to take in nonroutine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

a. Based on a knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
b. Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc;, and informs supervisor on matters to be considered;
c. Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;
d. Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general direction;
e. Advises secretaries in subordinate offices on new procedures: requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs.

LR-4

Handles a wide variety of situations and conflicts involving the clerical or administrative functions of the office which often cannot be brought to the attention of the executive. The executive sets the overall objectives of the work. Secretary may participate in developing the work deadlines. Duties include or are comparable to the following:

a. Composes correspondence requiring some understanding of technical matters; may sign for executive when technical or policy content has been authorized;
b. Notes commitments made by executive during meetings and arranges for staff implementation. On own initiative, arranges for staff member to represent organization at conferences and meetings, establishes appointment priorities, or reschedules or refuses appointments or invitations;
c. Reads outgoing correspondence for executive's approval and alerts writers to any conflict with the file or departure from policies or executive's viewpoints; gives advice to resolve the problems;
d. Summarizes the content of incoming materials, specially gathered information, or meetings to assist executive; coordinates the new information with background office sources; draws attention to important parts or conflicts;
e. In the executive's absence, ensures that requests for action or information are relayed to the appropriate staff member; as needed, interprets request and helps implement action; makes sure that information is furnished in timely manner; decides whether executive should be notified of important or emergency matters.

Exclude secretaries performing any of the following duties:

Acts as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revises or clarifies procedures to eliminate conflict or duplication; identifies and resolves various problems that affect the orderly flow of work in transactions with parties outside the organization.

Prepares agenda for conferences; explains discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches.

Advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contacts from high-ranking outside officials (e.g., city or State officials, members of Congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

BEST COPY AVAILABLE

Criteria For Matching Secretaries By Level

Level of Secretary's Supervisor	Level of Secretary's Responsibility			
	LR-1	LR-2	LR-3	LR-4
LS-1	I	II	III	IV
LS-2	I	III	IV	V
LS-3	I	IV	V	V

STENOGRAPHER

(4623: Stenographer)

Primary duty is to take dictation using shorthand, and to transcribe the dictation. May also type from written copy. May operate from a stenographic pool. May occasionally transcribe from voice recordings.

Excluded from this definition are:

a. Trainee positions not requiring a fully qualified stenographer;
b. Secretaries providing the principal secretarial support in an office and performing more responsible and discretionary tasks, as described in LR-1 through LR-4 in the secretary definition above;
c. Stenographers who take dictation involving the frequent use of a wide variety of technical or specialized vocabulary. Typically this kind of vocabulary cannot be learned in a relatively short period of time, e.g., a month or two;
d. Stenographers, such as shorthand reporters, who record material verbatim at hearings, conferences, or similar proceedings.

Stenographer I

Takes and transcribes dictation, receiving specific assignments along with detailed instructions on such requirements as form and presentation. The transcribed material is typically reviewed in rough draft, and the final transcription is reviewed for conformance with the rough draft. May maintain files, keep simple records, or perform other relatively routine clerical tasks.

Stenographer II

Takes and transcribes dictation determining the most appropriate format. Performs stenographic duties requiring significantly greater independence and responsibility than Stenographer I. Supervisor typically provides general instructions. Work requires a thorough working knowledge of general business and office procedures and of the specific business operations, organizations, policies, procedures, files, workflow, etc. Uses this knowledge in performing stenographic duties and responsible clerical tasks such as maintaining follow-up files; assembling material for reports, memoranda, and letters; composing simple letters from general instructions; reading and routing incoming mail; answering routine questions, etc.

TYPIST

(4624: Typist)

Uses a manual, electric, or automatic typewriter to type various materials. Included are automatic typewriters that are used only to record text and update and reproduce previously typed items from magnetic cards or tape. May include typing of stencils, mats, or similar materials for use in duplicating processes. May do clerical work involving little special training, such as keeping simple records, filing records and reports, or sorting and distributing incoming mail.

Excluded from this definition is work that involves:

a. Typing directly from spoken material that has been recorded on disks, cylinders, belts, tapes, or other similar media;
b. The use of varitype machines, composing equipment, or automatic equipment in preparing material for printing; and
c. Familiarity with specialized terminology in various keyboard commands to manipulate or edit the recorded text to accomplish revisions, or to perform tasks such as extracting and listing items from the text, or transmitting text to other terminals, or using "sort" commands to have the machine reorder material. Typically requires the use of automatic equipment which may be either computer linked or have a programmable memory so that material can be organized in regularly used formats or preformed paragraphs which can then be coded and stored for future use in letters or documents.

Typist I

Performs *one or more of the following:* Copy typing from rough or clear drafts; or routine typing of forms, insurance policies, etc.; or setting up simple standard tabulations; or copying more complex tables already set up and spaced properly.

Typist II

Performs *one or more of the following:* Typing material in final form when it involves combining material from several sources; or responsibility for correct spelling, syllabication, punctuation, etc., of technical or unusual words or foreign language material; or planning layout and typing of complicated statistical tables to maintain uniformity and balance in spacing. May type routine form letters, varying details to suit circumstances.

WORD PROCESSOR

(4624: Typist)

Primary duty is to operate word-processing equipment to enter, store, retrieve, change, and present text or tabulations. Produces a variety of printed copy such as letters, documents, or reports. May enter regularly used formats or stored paragraphs that are organized and coded for future use. Recorded texts can be changed by rearranging paragraphs, replacing words, shifting lines, etc.

(Word-processing equipment typically has a full- or partial-page video-display screen (CRT) and a separate printer. The equipment may be integrated with a digital computer, have telecommunications capabilities, and also have capabilities for adding to or upgrading features. Automatic or electronic typewriters with limited text-editing capabilities, and often with single-line electronic display "windows," are not considered word-processing equipment.)

Excluded from this definition are:

a. Workers whose primary function is to enter a data base for purposes other than composition (see key entry operator);
b. Workers who use equipment and data base for purposes such as accounting, inventory control, sales, or original writing and editing;

BEST COPY AVAILABLE

c. Workers responsible for preparation of published reports, including page layout or selection of different type sizes.

Positions are classified into levels on the basis of the following definitions:

Word Processor I

Performs tasks requiring a knowledge of the word-processing equipment and familiarity with the formats and forms used in the establishment. Proficiency in grammar, spelling, and punctuation is also required to produce printed materials accurately. May refer problems to supervisor or higher level processor, or refer to operating manual.

Word Processor II

Work at this level requires considerable classroom or on-the-job training and may involve working directly with task originator rather than through supervisor. In addition to work assignments described for level I, duties include *one or more of the following:*

a. Uses the more sophisticated features of the equipment to carry out complex assignments, such as sorting, merging, and organizing text, or maintaining files;
b. Applies knowledge of specialized terminology or foreign language;
c. Tests new applications and procedures; or
d. Trains lower level processors.

FILE CLERK

(4696: File clerk)

Files, classifies, and retrieves material in an established filing system. May perform clerical and manual tasks required to maintain files. Positions are classified into levels on the basis of the following definitions:

File Clerk I

Performs routine filing of material that has already been classified or which is easily classified in a simple serial classification system (e.g., alphabetical, chronological, or numerical). As requested, locates readily available material in files and forwards material; and may fill out withdrawal charge. May perform simple clerical and manual tasks required to maintain and service files.

File Clerk II

Sorts, codes, and files unclassified material by simple (subject matter) headings or partly classified material by finer subheadings. Prepares simple related index and cross-reference aids. As requested, locates clearly identified material in files and forwards material. May perform related clerical tasks required to maintain and service files.

File Clerk III

Classifies and indexes file material such as correspondence, reports, technical documents, etc., in an established filing system containing a number of varied subject matter files. May also file this material. May keep records of various types in conjunction with the files. May lead a small group of lower level file clerks.

MESSENGER

(4745: Messenger)

Performs various routine duties such as running errands, operating minor office machines such as sealers or mailers, opening mail, distributing mail on a regularly scheduled route or in a familiar area, and other minor clerical work. May deliver mail that requires some special handling, e.g., mail that is insured, registered, or marked for special delivery.

Excluded are positions which include any of the following as significant duties:

a. Operating motor vehicles;
b. Delivering valuables or security-classified mail when the work requires a continuing knowledge of special procedures for handling such items;
c. Weighing mail, determining postage, or recording and controlling registered, insured, and certified mail in the mail room;
d. Making deliveries to unfamiliar or widely separated buildings or points which are not part of an established route; or
e. Directing other workers.

RECEPTIONIST

(4645: Receptionist)

Greets visitors, determines nature of visits, and directs visitors to appropriate persons. Receptionist duties may also include providing information, making appointments, answering a telephone (other than switchboard or console), keeping a log of visitors, and issuing visitor passes. May also perform typing or other routine clerical duties which may occupy a major portion of time, and are usually performed at the reception desk.

This classification excludes workers operating a telephone switchboard or console, performing guard duties, or performing more difficult clerical duties.

SWITCHBOARD OPERATOR

(4732: Telephone operator)

Operates a telephone switchboard or console used with a private branch exchange (PBX) system to relay incoming, outgoing, and intrasystem calls. May provide information to callers, record and transmit messages, keep record of calls placed and toll charges. Besides operating a telephone switchboard or console, may also type or perform routine clerical work (typing or routine clerical work may occupy the major portion of the worker's time, and is usually performed while at the switchboard or console). Chief or lead operators in establishments employing more than one operator are excluded. For an operator who also acts as a receptionist, see Switchboard operator-receptionist.

SWITCHBOARD OPERATOR-RECEPTIONIST

(4645: Receptionist)

At a single-position telephone switchboard or console, acts both as an operator—see Switchboard operator—and as a receptionist. Receptionist's work involves such duties as greeting visitors; determining nature of visitor's business and providing appropriate information; referring visitor to appropriate person in the organization or contacting that person by telephone and arranging an appointment; keeping a log of visitors.

BEST COPY AVAILABLE

ORDER CLERK

(4664: Order clerk)

Receives written or verbal customers' purchase orders for material or merchandise from customers or sales people. Work typically involves some combination of the following duties: Quoting prices; determining availability of ordered items and suggesting substitutes when necessary; advising expected delivery date and method of delivery; recording order and customer information on order sheets; checking order sheets for accuracy and adequacy of information recorded; ascertaining credit rating of customer; furnishing customer with acknowledgment of receipt of order; following up to see that order is delivered by the specified date or to let customer know of a delay in delivery; maintaining order file; checking shipping invoice against original order. *Exclude workers paid on a commission basis or whose duties include any of the following:* Receiving orders for services rather than for material or merchandise; providing customers with consultative advice using knowledge gained from engineering or extensive technical training; emphasizing selling skills; handling material or merchandise as an integral part of the job.

Positions are classified into levels according to the following definitions:

Order Clerk I

Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual, or similar document to insure that proper item is supplied or to verify price of ordered item.

Order Clerk II

Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

ACCOUNTING CLERK

(4712: Bookkeeper and accounting and auditing clerk)

Performs one or more accounting tasks such as posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, postings, etc.; preparing journal vouchers; or making entries or adjustments to accounts.

Levels I and II require a basic knowledge of routine clerical methods and office practices and procedures as they relate to the clerical processing and recording of transactions and accounting information. Levels III and IV *require* a knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system, or a segment of an accounting system, where there are few variations in the types of transactions handled. In addition, some jobs at each level may require a basic knowledge and understanding of the terminology, codes, and processes used in an automated accounting system.

Accounting Clerk I

Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.

Accounting Clerk II

Performs one or more routine accounting clerical operations, such as: Examining, verifying, and correcting accounting transactions to ensure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

Accounting Clerk III

Uses a knowledge of double entry bookkeeping in performing one or more of the following: Posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

Accounting Clerk IV

Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: Reviews invoices and statements (verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit, determining accounts involved, coding transactions, and processing material through data processing for application in the accounting system); and/or analyzes and reconciles computer printouts with operating unit reports (contacting units and researching causes of discrepancies, and taking action to ensure that accounts balance). Employee resolves problems in recurring assignments in accordance with previous training and experience. Supervisor provides suggestions for handling unusual or nonrecurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor or are controlled by mechanisms built into the accounting system.

NOTE: Excluded from level IV are positions responsible for maintaining either a general ledger or a general ledger in combination with subsidiary accounts.

PAYROLL CLERK

(4713: Payroll and timekeeping clerk)

Performs the clerical tasks necessary to process payrolls and to maintain payroll records. Work involves *most of the following*: Processing workers' time or production

BEST COPY AVAILABLE

records; adjusting workers' records for changes in wage rates, supplementary benefits, or tax deductions; editing payroll listings against source records; tracing and correcting errors in listings; and assisting in preparation of periodic summary payroll reports. In a nonautomated payroll system, computes wages. Work may require a practical knowledge of governmental regulations, company payroll policy, or the computer system for processing payrolls.

KEY ENTRY OPERATOR

(4793: Data entry keyer)

Operates keyboard-controlled data entry device such as keypunch machine or key-operated magnetic tape or disk encoder to transcribe data into a form suitable for computer processing. Work requires skill in operating an alphanumeric keyboard and an understanding of transcribing procedures and relevant data entry equipment.

Positions are classified into levels on the basis of the following definitions:

Key Entry Operator I

Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding, or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.

Key Entry Operator II

Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. On occasion may also perform routine work as described for level I.

NOTE: Excluded are operators above level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entries requiring a similar level of knowledge.

Professional and Technical

COMPUTER SYSTEMS ANALYST, BUSINESS

(1712: Computer systems analyst)

Analyzes business problems to formulate procedures for solving them by use of electronic data processing equipment. Develops a complete description of all specifications needed to enable programmers to prepare required digital computer programs. Work involves *most of the following*: Analyzes subject-matter operations to be automated and identifies conditions and criteria required to achieve satisfactory results; specifies number and types of records, files, and documents to be used; outlines actions to be performed by personnel and computers in sufficient detail for presentation to management and for programming (typically this involves preparation of work and data flow charts); coordinates the development of test problems and participates in trial runs of new and revised systems; and recommends equipment changes to obtain more effective overall operations. (NOTE: Workers performing both systems analysis and programming should be classified as systems analysts if this is the skill used to determine their pay.)

Does not include employees primarily responsible for the management or supervision of other electronic data processing employees, or systems analysts primarily concerned with scientific or engineering problems.

For wage study purposes, systems analysts are classified as follows:

Computer Systems Analyst I

Works under immediate supervision, carrying out analyses as assigned, usually of a single activity. Assignments are designed to develop and expand practical experience in the application of procedures and skills required for systems analysis work. For example, may assist a higher level systems analyst by preparing the detailed specifications required by programmers from information developed by the higher level analyst.

Computer Systems Analyst II

Works independently or under only general direction on problems that are relatively uncomplicated to analyze, plan, program, and operate. Problems are of limited complexity because sources of input data are homogeneous and the output data are closely related. (For example, develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, or maintaining inventory accounts in a manufacturing or wholesale establishment.) Confers with persons concerned to determine the data processing problems and advises subject-matter personnel on the implications of the data processing systems to be applied. *OR*

Works on a segment of a complex data processing scheme or system, as described for level III. Works independently on routine assignments and receives instruction and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system.

Computer Systems Analyst III

Works independently or under only general direction on complex problems involving all phases of systems analysis. Problems are complex because of diverse sources of input data and multiple-use requirements of output data. (For example, develops an integrated production scheduling, inventory control, cost analysis, and sales analysis record in which every item of each type is automatically processed through the full system of records and appropriate follow-up actions are initiated by the computer.) Confers with persons concerned to determine the data processing problems and advises subject-matter personnel on the implications of new or revised systems of data processing operations. Makes recommendations, if needed, for approval of major systems installations or changes and for obtaining equipment.

May provide functional direction to lower level systems analysts who are assigned to assist.

COMPUTER PROGRAMMER, BUSINESS

(3971: Programmer, business)

Converts statements of business problems, typically prepared by a systems analyst, into a sequence of detailed instructions which are required to solve the problems by automatic data processing equipment. Working from charts or diagrams, the programmer develops the precise instructions which, when entered into the computer system in coded language, cause the manipulation of data to achieve desired results. Work involves *most of the following*: Applies knowledge of computer capabilities, mathematics, logic employed by computers, and particular subject matter involved to analyze

BEST COPY AVAILABLE

charts and diagrams of the problem to be programmed; develops sequence of program steps; writes detailed flow charts to show order in which data will be processed; converts these charts to coded instructions for machine to follow; tests and corrects programs; prepares instructions for operating personnel during production run; analyzes, reviews, and alters programs to increase operating efficiency or adapt to new requirements; maintains records of program development and revisions. (NOTE: Workers performing both systems analysis and programming should be classified as systems analysts if this is the skill used to determine their pay.)

Does not include employees primarily responsible for the management or supervision of other electronic data processing employees, or programmers primarily concerned with scientific and/or engineering problems.

For wage study purposes, programmers are classified as follows:

Computer Programmer I

Makes practical applications of programming practices and concepts usually learned in formal training courses. Assignments are designed to develop competence in the application of standard procedures to routine problems. Receives close supervision on new aspects of assignments; and work is reviewed to verify its accuracy and conformance with required procedures.

Computer Programmer II

Works independently or under only general direction on relatively simple programs, or on simple segments of complex programs. Programs (or segments) usually process information to produce data in two or three varied sequences or formats. Reports and listings are produced by refining, adapting, arraying, or making minor additions to or deletions from input data which are readily available. While numerous records may be processed, the data have been refined in prior actions so that the accuracy and sequencing of data can be tested by using a few routine checks. Typically, the program deals with routine recordkeeping operations. *OR*

Works on complex programs (as described for level III) under close direction of a higher level programmer or supervisor. May assist higher level programmer by independently performing less difficult tasks assigned, and performing more difficult tasks under fairly close direction. May guide or instruct lower level programmers.

Computer Programmer III

Works independently or under only general direction on complex problems which require competence in all phases of programming concepts and practices. Working from diagrams and charts which identify the nature of desired results, major processing steps to be accomplished, and the relationships between various steps of the problem solving routine; plans the full range of programming actions needed to efficiently utilize the computer system in achieving desired end products.

At this level, programming is difficult because computer equipment must be organized to produce several interrelated but diverse products from numerous and diverse data elements. A wide variety and extensive number of internal processing actions must occur. This requires such actions as development of common operations which can be reused, establishment of linkage points between operations, adjustments to data when program requirements exceed computer storage capacity, and substantial manipulation and resequencing of data elements to form a highly integrated program.

May provide functional direction to lower level programmers who are assigned to assist.

COMPUTER OPERATOR

(4612: Computer operator)

In accordance with operating instructions, monitors and operates the control console of a digital computer to process data. Executes runs by either serial processing (processes one program at a time) or multiprocessing (processes two or more programs simultaneously). The following duties characterize the work of a computer operator:

a. Studies operating instructions to determine equipment setup needed;
b. Loads equipment with required items (tapes, cards, disks, paper, etc.);
c. Switches necessary auxiliary equipment into system;
d. Starts and operates computer;
e. Responds to operating and computer output instructions;
f. Reviews error messages and makes corrections during operation *or* refers problems;
g. Maintains operating record.

May test-run new or modified programs. May assist in modifying systems or programs. The scope of this definition includes trainees working to become fully qualified computer operators, fully qualified computer operator, and lead operators providing technical assistance to lower level operators. It excludes workers who monitor and operate remote terminals.

For wage study purposes, computer operators are classified as follows:

Computer Operator I

Work assignments are limited to established production runs (i.e., programs which present few operating problems). Assignments may consist primarily of on-the-job training (sometimes augmented by classroom instruction). When learning to run programs, the supervisor or a higher level operator provides detailed written or oral guidance to the operator before and during the run. After the operator has gained experience with a program, however, the operator works fairly independently in applying standard operating or corrective procedures in responding to computer output instructions or error conditions, but refers problems to a higher level operator or the supervisor when standard procedures fail.

Computer Operator II

In addition to established production runs, work assignments include runs involving new programs, applications, and procedures (i.e., situations which require the operator to adapt to a variety of problems). At this level, the operator has the training and experience to work fairly independently in carrying out most assignments. Assignments may require the operator to select from a variety of standard setup and operating procedures. In responding to computer output instructions or error conditions, applies standard operating or corrective procedures, but may deviate from standard procedures when standard procedures fail if deviation does not materially alter the computer unit's production plans. Refers the problem or aborts the program when procedures applied do not provide a solution. May guide lower level operators.

BEST COPY AVAILABLE

Computer Operator III

In addition to work assignments described for Computer operator II (see above) the work of Computer operator III involves at least one of the following:

a. Deviates from standard procedures to avoid the loss of information or to conserve computer time even though the procedures applied materially alter the computer unit's production plans;
b. Tests new programs, applications, and procedures;
c. Advises programmers and subject-matter experts on setup techniques;
d. Assists in (1) maintaining, modifying, and developing operating systems or programs; (2) developing operating instructions and techniques to cover problem situations; and/or (3) switching to emergency backup procedures (such assistance requires a working knowledge of program language, computer features, and software systems).

An operator at this level typically guides lower level operators.

PERIPHERAL EQUIPMENT OPERATOR

(4613: Peripheral equipment operator)

Operates peripheral equipment which directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer. Printers, plotters, card read/punches, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment.

The following duties characterize the work of a peripheral equipment operator:

a. Loading printers and plotters with correct paper; adjusting controls for forms, thickness, tension, printing density, and location; and unloading hard copy;
b. Labeling tape reels, disks, or card decks;
c. Checking labels and mounting and dismounting designated tape reels or disks on specified units or drives;
d. Setting controls which regulate operation of the equipment;
e. Observing panel lights for warnings and error indications and taking appropriate action;
f. Examining tapes, cards, or other material for creases, tears, or other defects which could cause processing problems.

This classification excludes workers (1) who monitor and operate a control console (see Computer operator) or a remote terminal, or (2) whose duties are limited to operating decollaters, bursters, separators, or similar equipment.

COMPUTER DATA LIBRARIAN

(4696: File clerk)

(4754: Stock and inventory clerk)

Maintains library of media (tapes, disks, cards, cassettes) used for automatic data processing applications. The following or similar duties characterize the work of a computer data librarian: Classifying, cataloging, and storing media in accordance with a standardized system; upon proper requests, releasing media for processing; maintaining records of releases and returns; inspecting returned media for damage or excessive wear to determine whether or not they need replacing. May perform minor repairs to damaged tapes.

DRAFTER

(372: Drafting occupation)

Performs drafting work requiring knowledge and skill in drafting methods, procedures, and techniques. Prepares drawings of structures, mechanical and electrical equipment, piping and duct systems and other similar equipment, systems, and assemblies. Uses recognized systems of symbols, legends, shadings, and lines having specific meanings in drawings. Drawings are used to communicate engineering ideas, designs, and information in support of engineering functions.

The following are excluded when they constitute the primary purpose of the job:

a. Design work requiring the technical knowledge, skill, and ability to conceive or originate designs;
b. Illustrating work requiring artistic ability;
c. Work involving the preparation of charts, diagrams, room arrangements, floor plans, etc.;
d. Cartographic work involving the preparation of maps or plats and related materials, and drawings of geological structures; and
e. Supervisory work involving the management of a drafting program or the supervision of drafters.

Positions are classified into levels on the basis of the following definitions.

Drafter I

Working under close supervision, traces or copies finished drawings, making clearly indicated revisions. Uses appropriate templates to draw curved lines. Assignments are designed to develop increasing skill in various drafting techniques. Work is spot-checked during progress and reviewed upon completion.

NOTE: Exclude drafters performing elementary tasks while receiving training in the most basic drafting methods.

Drafter II

Prepares drawings of simple, easily visualized parts of equipment from sketches or marked-up prints. Selects appropriate templates and other equipment needed to complete assignments. Drawings fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy.

Drafter III

Prepares various drawings of parts and assemblies, including sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting techniques and a working knowledge of the terms and procedures of the industry. Familiar or recurring work is assigned in general terms; unfamiliar assignments include information on methods, procedures, sources of information, and precedents to be followed. Simple revisions to existing drawings may be assigned with a verbal explanation of the desired results; more complex revisions are produced from sketches which clearly depict the desired product.

BEST COPY AVAILABLE

Drafter IV

Prepares complete sets of complex drawings which include multiple views, detail drawings, and assembly drawings. Drawings include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to compute weights, load capacities, dimensions, quantities of materials, etc. Working from sketches and verbal information supplied by an engineer or designer, determines the most appropriate views, detail drawings, and supplementary information needed to complete assignments. Selects required information from precedents, manufacturers' catalogs, and technical guides. Independently resolves most of the problems encountered. Supervisor or designer may suggest methods of approach or provide advice on unusually difficult problems.

NOTE: Exclude drafters performing work of similar difficulty to that described at this level but who provide support for a variety of organizations which have widely differing functions or requirements.

Drafter V

Works closely with design originators, preparing drawings of unusual, complex or original designs which require a high degree of precision. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawings produced. Exercises independent judgment in selecting and interpreting data based on a knowledge of the design intent. Although working primarily as a drafter, may occasionally perform engineering design work in interpreting general designs prepared by others or in completing missing design details. May provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

ELECTRONICS TECHNICIAN

(3711: Electrical and electronic engineering technologist and technician)
(615: Electrical and electronic equipment repairer)

Works on various types of electronic equipment and related devices by performing one or a combination of the following: Installing, maintaining, repairing, overhauling, troubleshooting, modifying, constructing, and testing. Work requires practical application of technical knowledge of electronics principles, ability to determine malfunctions, and skill to put equipment in required operating condition.

The equipment—consisting of either many different kinds of circuits or multiple repetition of the same kind of circuit—includes, but is not limited to, the following: (a) Electronic transmitting and receiving equipment (e.g., radar, radio, television, telephone, sonar, navigational aids), (b) digital and analog computers, and (c) industrial and medical measuring and controlling equipment.

This classification excludes repairers of such standard electronic equipment as common office machines and household radio and television sets; production assemblers and testers; workers whose primary duty is servicing electronic test instruments; technicians who have administrative or supervisory responsibility; and drafters, designers, and professional engineers.

Positions are classified into levels on the basis of the following definitions:

Electronics Technician I

Applies working technical knowledge to perform simple or routine tasks in working on electronic equipment, following detailed instructions which cover virtually all procedures. Work typically involves such tasks as: Assisting higher level technicians by performing such activities as replacing components, wiring circuits, and taking test readings; repairing simple electronic equipment; and using tools and common test instruments (e.g., multimeters, audio signal generators, tube testers, oscilloscopes). Is not required to be familiar with the interrelationships of circuits. This knowledge, however, may be acquired through assignments designed to increase competence (including classroom training) so that worker can advance to higher level technician.

Receives technical guidance, as required, from supervisor or higher level technician. Work is typically spot-checked, but is given detailed review when new or advanced assignments are involved.

Electronics Technician II

Applies comprehensive technical knowledge to solve complex problems (i.e., those that typically *can* be solved solely by properly interpreting manufacturers' manuals or similar documents) in working on electronic equipment. Work involves: A familiarity with the interrelationships of circuits; and judgment in determining work sequence and in selecting tools and testing instruments, usually less complex than those used by the level III technician.

Receives technical guidance, as required, from supervisor or higher level technician, and work is reviewed for specific compliance with accepted practices and work assignments. May provide technical guidance to lower level technicians.

Electronics Technician III

Applies advanced technical knowledge to solve unusually complex problems (i.e., those that typically *cannot* be solved solely by reference to manufacturers' manuals or similar documents) in working on electronic equipment. Examples of such problems include location and density of circuitry, electromagnetic radiation, isolating malfunctions, and frequent engineering changes. Work involves: A detailed understanding of the interrelationships of circuits; exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, tracing relationships in signal flow; and regularly using complex test instruments (e.g., dual trace oscilloscopes, Q-meters, deviation meters, pulse generators).

Work may be reviewed by supervisor (frequently an engineer or designer) for general compliance with accepted practices. May provide technical guidance to lower level technicians.

REGISTERED INDUSTRIAL NURSE

(29: Registered nurse)

A registered nurse gives nursing service under general medical direction to ill or injured employees or other persons who become ill or suffer an accident on the premises of a factory or other establishment. Duties involve *a combination of the following*: Giving first aid to the ill or injured; attending to subsequent dressing of employees' injuries; keeping records of patients treated; preparing accident reports for compensation or other purposes; assisting in physical examinations and health evaluations of applicants and employees; and planning and carrying out programs involving health education,

BEST COPY AVAILABLE

accident prevention, evaluation of plant environment, or other activities affecting the health, welfare, and safety of all personnel. Nursing supervisors or head nurses in establishments employing more than one nurse are excluded.

Maintenance, Toolroom, and Powerplant

MAINTENANCE CARPENTER

(6422: Carpenter)

Performs the carpentry duties necessary to construct and maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood in an establishment. Work involves *most of the following*: Planning and laying out of work from blueprints, drawings, models, or verbal instructions; using a variety of carpenter's handtools, portable power tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

MAINTENANCE ELECTRICIAN

(615: Electrical and electronic equipment repairer)
(6432: Electrician)

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy in an establishment. Work involves *most of the following*: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's handtools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

MAINTENANCE PAINTER

(6442: Painter, construction and maintenance)

Paints and redecorates walls, woodwork, and fixtures of an establishment. Work *involves the following*: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush. May mix colors, oils, white lead, and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

MAINTENANCE MACHINIST

(613: Industrial machinery repairer)

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment operated in an establishment. Work involves *most of the following*: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's handtools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

MAINTENANCE MECHANIC (MACHINERY)

(613: Industrial machinery repairer)

Repairs machinery or mechanical equipment of an establishment. Work involves *most of the following*: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of handtools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines; and making all necessary adjustments for operation. In general, the work of a machinery maintenance mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose *primary duties* involve setting up or adjusting machines.

MAINTENANCE PIPEFITTER

(645: Plumber, pipefitter, and steamfitter)

Installs or repairs water, steam, gas, or other types of pipe and pipefittings in an establishment. Work involves *most of the following*: Laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer or oxyacetylene torch or pipe-cutting machines; threading pipe with stocks and dies; bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow, and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. *Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.*

MILLWRIGHT

(6178: Millwright)

Installs new machines or heavy equipment, and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves *most of the following*: Planning and laying out work; interpreting blueprints or other specifica-

BEST COPY AVAILABLE

tions; using a variety of handtools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity; aligning and balancing equipment; selecting standard tools, equipment, and parts to be used; and installing and maintaining in good order power transmission equipment such as drives and speed reducers. In general, the millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.

MOTOR VEHICLE MECHANIC

(611: Vehicle and mobile equipment mechanic and repairer)

Repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks, or tractors of an establishment. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. In general, the work of the motor vehicle mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

This classification does not include mechanics who repair customers' vehicles or who only perform minor repair and tuneup of motor vehicles. It does, however, include fully qualified journeymen mechanics even though most of their time may be spent on minor repairs and tuneups.

GENERAL MAINTENANCE WORKER

(6179: Mechanic and repairer, not elsewhere classified)

Performs general maintenance and repair of building structures and their mechanical, electrical, or sanitary systems. May also perform general maintenance and repair of the establishment's machinery. Work requires a basic practical knowledge of several maintenance trades in order to perform most of the following: Keeping in good repair building woodwork; replacing electrical switches, fixtures, and motors; occasional painting or touching up of structure or equipment; repairing or replacing plumbing fixtures; and replacing broken window panes.

Excluded are positions requiring a formal apprenticeship or equivalent training in one or more crafts. Also excluded are workers participating in such a program.

MAINTENANCE TRADES HELPER

(863: Helper; mechanic and repairer)

(864: Helper; construction trades)

Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools, and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade: In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others he is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

MACHINE-TOOL OPERATOR (TOOLROOM)

(6813: Machinist)

(731-2: Metalworking and plasticworking machine setup operator)

Specializes in operating one or more than one type of machine tool (e.g., jig borer, grinding machine, engine lathe, milling machine) to machine metal for use in making or maintaining jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). *Work typically involves*: Planning and performing difficult machining operations which require complicated setups or a high degree of accuracy; setting up machine tool or tools (e.g., install cutting tools and adjust guides, stops, working tables, and other controls to handle the size of stock to be machined; determine proper feeds, speeds, tooling, and operation sequence or select those prescribed in drawings, blueprints, or layouts); using a variety of precision measuring instruments; making necessary adjustments during machining operation to achieve requisite dimensions to very close tolerances. May be required to select proper coolants and cutting and lubricating oils, to recognize when tools need dressing, and to dress tools. In general, the work of a machine-tool operator (toolroom) at the skill level called for in this classification requires extensive knowledge of machine-shop and toolroom practice usually acquired through considerable on-the-job training and experience.

For cross-industry wage study purposes, this classification does *not* include machine-tool operators (toolroom) employed in tool and die jobbing shops.

TOOL AND DIE MAKER

(6811: Tool and die maker)

Constructs and repairs jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). *Work typically involves*: Planning and laying out work according to models, blueprints, drawings, or other written or oral specifications; understanding the working properties of common metals and alloys; selecting appropriate materials, tools, and processes required to complete task; making necessary shop computations; setting up and operating various machine tools and related equipment; using various tool and die maker's handtools and precision measuring instruments; working to very close tolerances; heat-treating metal parts and finished tools and dies to achieve required qualities; fitting and assembling parts to prescribed tolerances and allowances. In general, the tool and die maker's work requires rounded training in machine-shop and toolroom practice usually acquired through formal apprenticeship or equivalent training and experience.

For cross-industry wage study purposes, this classification does *not* include tool and die makers who (1) are employed in tool and die jobbing shops or (2) produce forging dies (die sinkers).

STATIONARY ENGINEER

(6931: Stationary engineer)

Operates and maintains one or more systems which provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water, or electricity. Duties involve: Observing and interpreting readings on gauges, meters, and charts which register various aspects of the system's operation; adjusting controls to insure safe and efficient operation of the system and to meet demands for the service provided; recording in logs

BEST COPY AVAILABLE

various aspects of the system's operation; keeping the engines, machinery, and equipment of the system in good working order. May direct and coordinate activities of other workers (not stationary engineers) in performing tasks directly related to operating and maintaining the system or systems.

The classification excludes head or chief engineers in establishments employing more than one engineer; workers required to be skilled in the repair of electronic control equipment; workers in establishments producing electricity, steam, or heated or cooled air primarily for sale; and boiler tenders.

Material Movement and Custodial

TRUCKDRIVER

(821: Motor vehicle operator)

Drives a truck within a city or industrial area to transport materials, merchandise, equipment, or workers between various types of establishments such as: Manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. May also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. *Salesroute and over-the-road drivers are excluded.*

For wage study purposes, truckdrivers are classified by type and rated capacity of truck, as follows:

Truckdriver, light truck
(straight truck, under 1 1/2 tons, usually 4 wheels)
Truckdriver, medium truck
(straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels)
Truckdriver, heavy truck
(straight truck, over 4 tons, usually 10 wheels)
Truckdriver, tractor-trailer

SHIPPER AND RECEIVER

(4753: Traffic, shipping and receiving clerk)

Performs *clerical and physical* tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual nonroutine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.

Shippers typically are responsible for most of the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; preparing and keeping records of goods shipped, e.g., manifests, bills of lading.

Receivers typically are responsible for most of the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

For wage study purposes, workers are classified as follows:

Shipper
Receiver
Shipper and receiver

WAREHOUSEMAN

(4754: Stock and inventory clerk)

As directed, performs a *variety* of *warehousing* duties which require an *understanding of the establishment's storage plan*. Work involves *most of the following*: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties.

Exclude workers whose *primary* duties involve shipping and receiving work (see Shipper and receiver and Shipping packer), order filling (see Order filler), or operating power trucks (see Power-truck operator).

ORDER FILLER

(4754: Stock and inventory clerk)

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

SHIPPING PACKER

(8761: Hand packer and packager)

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and *may involve one or more of the following*: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container. *Packers who also make wooden boxes or crates are excluded.*

MATERIAL HANDLING LABORER

(8726: Freight, stock, and material mover, not elsewhere classified)

Performs physical tasks to transport or store materials or merchandise. Duties involve *one or more of the following:* Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by handtruck, cart, or wheelbarrow.

BEST COPY AVAILABLE

Excluded from this definition are workers whose primary function involves:

a. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process);
b. Stocking merchandise for sale;
c. Counting or routing merchandise;
d. Operating a crane or heavy-duty motorized vehicle such as forklift or truck;
e. Loading and unloading ships (longshore workers); or
f. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

POWER-TRUCK OPERATOR

(8318: Industrial truck and tractor equipment operator)

Operates a manually controlled gasoline- or electric-powered truck or tractor to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

For wage study purposes, workers are classified by type of powertruck, as follows:

Forklift operator
Power-truck operator (other than forklift)

GUARD

(5144: Guard and police, except public service)

Protects property from theft or damage, or persons from hazards or interference. Duties involve serving at a fixed post, making rounds on foot or by motor vehicle, or escorting persons or property. May be deputized to make arrests. May also help visitors and customers by answering questions and giving directions.

Guards employed by establishments which provide protective services on a contract basis are included in this occupation.

For wage study purposes, guards are classified as follows:

Guard I

Carries out instructions primarily oriented toward insuring that emergencies and security violations are readily discovered and reported to appropriate authority. Intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training. Commonly, the guard is not required to demonstrate physical fitness. May be armed, but generally is not required to demonstrate proficiency in the use of firearms or special weapons.

Guard II

Enforces regulations designed to prevent breaches of security. Exercises judgment and uses discretion in dealing with emergencies and security violations encountered. Determines whether first response should be to intervene directly (asking for assistance when deemed necessary and time allows), to keep situation under surveillance, or to report situation so that it can be handled by appropriate authority. Duties require specialized training in methods and techniques of protecting security areas. Commonly, the guard is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

JANITOR, PORTER, OR CLEANER

(5244: Janitor and cleaner)

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve *a combination of the following*: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms. *Workers who specialize in window washing are excluded.*

☆ U.S. GOVERNMENT PRINTING OFFICE: 1985-491-534/20098

BEST COPY AVAILABLE

Area Wage Survey Summaries

The following areas are surveyed periodically. Reports on the surveys are available at no cost from any of the Bureau's regional offices while supplies last.

Alaska (statewide)
Albany, GA
Albuquerque, NM
Alexandria-Leesville, LA
Alpena-Standish-Tawas City, MI
Ann Arbor, MI
Asheville, NC
Atlantic City, NJ
Augusta, GA-SC
Austin, TX
Bakersfield, CA
Baton Rouge, LA
Battle Creek, MI
Beaumont-Port Arthur-Orange and Lake Charles, TX-LA
Biloxi-Gulfport and Pascagoula-Moss Point, MS
Binghamton, NY
Birmingham, AL
Bloomington-Vincennes, IN
Bremerton-Shelton, WA
Brunswick, GA
Champaign-Urbana-Rantoul, IL
Charleston-North Charleston-Walterboro, SC
Charlotte-Gastonia, NC
Cheyenne, WY
Clarksville-Hopkinsville, TN-KY
Colorado Springs, CO
Columbia-Sumter, SC
Columbus, GA-AL
Columbus, MS
Connecticut (statewide)
Decatur, IL
Des Moines, IA
Dothan, AL
Duluth-Superior, MN-WI
El Paso-Alamogordo-Las Cruces, TX-NM
Eugene-Springfield-Medford, OR
Fayetteville, NC
Fort Lauderdale-Hollywood and West Palm Beach-Boca Raton, FL
Fort Smith, AR-OK
Fort Wayne, IN
Frederick-Hagerstown-Chambersburg, MD-PA
Gadsden and Anniston, AL
Goldsboro, NC
Grand Island-Hastings, NE
Guam, Territory of
Harrisburg-Lebanon, PA
Knoxville, TN
Laredo, TX
Las Vegas-Tonopah, NV
Lima, OH
Little Rock-North Little Rock, AR
Logansport-Peru, IN
Lorain-Elyria, OH
Lower Eastern Shore, MD-VA-DE
Macon, GA
Madison, WI
Maine (statewide)
Mansfield, OH
McAllen-Pharr-Edinburg and Brownsville-Harlingen-San Benito, TX
Melbourne-Titusville-Cocoa, FL
Meridian, MS
Middlesex, Monmouth, and Ocean Counties, NJ
Mobile-Pensacola-Panama City, AL-FL
Montana (statewide)
Montgomery, AL
Nashville-Davidson, TN
New Bern-Jacksonville, NC
New Hampshire (statewide)
North Dakota (statewidr)
Northern New York
Northwest Texas
Orlando, FL
Oxnard-Simi Valley-Ventura, CA
Peoria, IL
Phoenix, AZ
Pine Bluff, AR
Portsmouth-Chillicothe-Gallipolis, OH
Pueblo, CO
Puerto Rico
Raleigh-Durham, NC
Reno, NV
Riverside-San Bernardino-Ontario, CA
Salina, KS
Salinas-Seaside-Monterey, CA
Sandusky, OH
Santa Barbara-Santa Maria-Lompoc, CA
Savannah, GA
Selma, AL
Sherman-Denison, TX
Shreveport, LA
South Dakota (statewide)
Southeastern Massachusetts
Southwest Virginia
Spokane, WA
Stockton, CA
Tacoma, WA
Tampa-St. Petersburg, FL
Topeka, KS
Tucson-Douglas, AZ
Tulsa, OK
Upper Peninsula, MI
Vallejo-Fairfield-Napa, CA
Vermont (statewide)
Waco and Killeen-Temple, TX
Waterloo-Cedar Falls, IA
West Virginia (statewide)
Western and Northern Massachusetts
Wichita Falls-Lawton-Altus, TX-OK
Wilmington, DE-NJ-MD
Yakima-Richland-Kennewick-Pendleton, WA-OR

ALSO AVAILABLE—

An annual report on salaries for accountants, auditors, public accountants, chief accountants, attorneys, job analysts, directors of personnel, buyers, chemists, engineers, engineering technicians, drafters, computer operators, and clerical employees is available. Order as BLS Bulletin 2243, *National Survey of Professional, Administrative, Technical and Clerical Pay, March 1985,* from: Bureau of Labor Statistics, Publications Sales Center, P.O. Box 2145, Chicago, IL 60690, or Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

BEST COPY AVAILABLE

Employee Benefits in Medium and Large Firms, 1984

U.S. Department of Labor
Bureau of Labor Statistics
Bulletin 2237

The Bureau of Labor Statistics issues its 1984 bulletin on employee benefits in medium and large firms. This survey is the sixth in an annual series.

Data available

- Incidence and detailed characteristics of 11 private sector employee benefits paid for at least in part by the employer: Lunch and rest periods, holidays, vacations, and personal and sick leave; sickness and accident, long-term disability, health, and life insurance; and private retirement pension plans.
- Incidence data on 18 other employee benefits, including stock, savings and thrift, and profit sharing plans; employee discounts; and educational assistance.
- Data presented separately for three occupational groups--professional-administrative, technical-clerical, and production workers.

Coverage

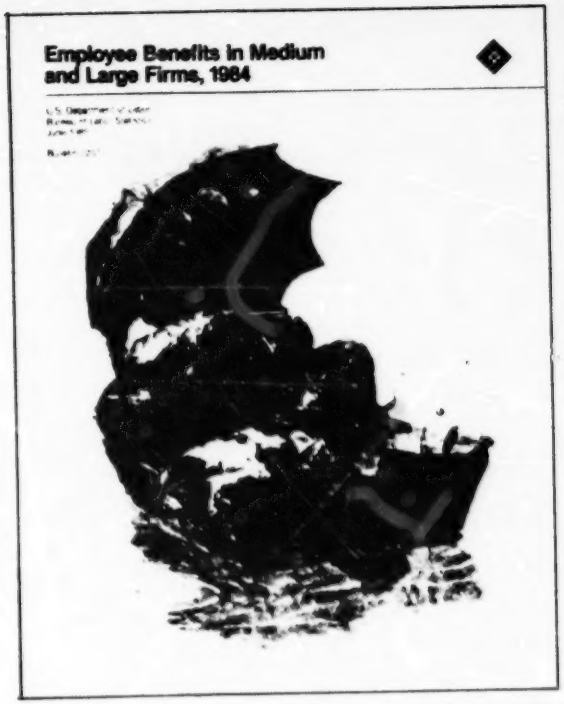
- Major benefits in medium and large firms, nationwide.
- Minimum employment in establishments covered is generally 100 or 250 employees, depending on the industry.

Source of data

- Sample of about 1,500 establishments in a cross-section of the Nation's private industries; primarily by personal interview.

Uses

- Benefit administration in public and private employment.
- Union contract negotiations.
- Conciliation and arbitration in public and private sectors.
- Development of legislation affecting the welfare of workers.



Order Form

Publications are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, or from BLS Publications Sales Center, P.O. Box 2145, Chicago, IL 60690.

Please send _____ copies of *Employee Benefits in Medium and Large Firms, 1984*, Bulletin 2237, Stock No. 029-001-02852-1 at $2.75 each for a total of $_____

☐ Enclosed is a check or money order payable to Superintendent of Documents.

☐ Charge to GPO deposit account no. _____ Order No. _____

On orders sent to Superintendent of Documents only:
Credit Card Orders--MasterCard or Visa
Credit Card No. _____ Exp. Date: mo./yr. _____ Total charges $ _____

Name _____

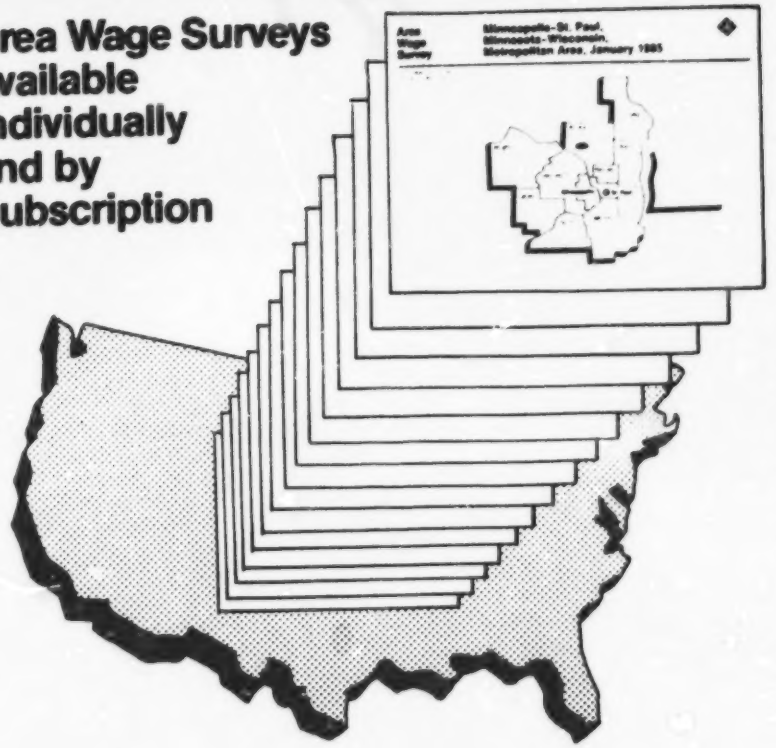
Address _____

City, State, and Zip Code _____

BEST COPY AVAILABLE

40

Area Wage Surveys Available Individually and by Subscription



Area	Bulletin No.	Price
☐ Albany—Schenectady—Troy, NY, Sept. 1984	3025-43	$1.75
☐ Anaheim—Santa Ana—Garden Grove, CA, Oct. 1984	3025-58	$2.25
☐ Atlanta, GA, May 1985	3030-19	$1.75
☐ Baltimore, MD, Aug. 1985	3030-35	$1.75
☐ Billings, MT, July 1985	3030-28	$1.25
☐ Boston, MA, Aug. 1984	3025-46	$2.25
☐ Buffalo, NY, Oct. 1984	3025-64	$2.25
☐ Chattanooga, TN—GA, Sept. 1984	3025-40	$2.25
☐ Chicago, IL, Mar. 1985	3030-12	$1.75
☐ Cincinnati, OH—KY—IN, July 1985	3030-29	$2.25
☐ Cleveland, OH, Sept. 1984	3025-44	$2.25
☐ Columbus, OH, Oct. 1984	3025-50	$2.25
☐ Corpus Christi, TX, July 1985	3030-27	$1.75
☐ Dallas—Fort Worth, TX, Dec. 1984	3025-71	$2.25
☐ Davenport-Rock Island-Moline, IA-IL, Feb. 1985	3030- 6	$1.75
☐ Dayton, OH, Dec. 1984	3025-61	$1.75
☐ Daytona Beach, FL, Aug. 1985	3030-37	$1.75
☐ Denver—Boulder, CO, Dec. 1984	3025-67	$2.25
☐ Detroit, MI, Apr. 1985	3030-13	$2.25
☐ Fresno, CA, June 1985	3030-20	$1.25
☐ Gainesville, FL, Sept. 1984	3025-42	$1.50
☐ Gary-Hammond-East Chicago, IN, Nov. 1984	3025-57	$1.75
☐ Green Bay, WI, Aug. 1985	3030-33	$1.25
☐ Greensboro—Winston-Salem—High Point, NC, Aug. 1984	3025-34	$1.75
☐ Greenville—Spartanburg, SC, June 1985	3030-23	$1.75
☐ Hartford, CT, July 1985	3030-30	$1.25
☐ Houston, TX, May 1985	3030-16	$1.75
☐ Huntsville, AL, Feb. 1985	3030- 2	$1.75
☐ Indianapolis, IN, Oct. 1984	3025-47	$2.25
☐ Jackson, MS, Jan. 1985	3030- 4	$2.25
☐ Jacksonville, FL, Dec. 1984	3025-60	$1.75
☐ Kansas City, MO—KS, Sept. 1984	3025-45	$2.25
☐ Los Angeles—Long Beach, CA, Oct. 1984	3025-65	$2.25
☐ Louisville, KY—IN, Nov. 1984	3025-54	$1.75
☐ Memphis, TN—AR—MS, Nov. 1984	3025-58	$1.75
☐ Miami, FL, Oct. 1984	3025-48	$2.25
☐ Milwaukee, WI, May 1985	3030-17	$1.75
☐ Minneapolis—St. Paul, MN—WI, Jan. 1985	3030- 1	$2.25
☐ Nassau—Suffolk, NY, Aug. 1984	3025-41	$2.25
☐ Newark, NJ, Jan. 1985	3030- 8	$1.75
☐ New Orleans, LA, Oct. 1984	3025-49	$2.25
☐ New York, NY—NJ, May 1985	3030-32	$2.25
☐ Norfolk—Virginia Beach—Portsmouth, VA—NC, May 1985	3030-21	$1.75
☐ Northeast Pennsylvania, Aug. 1985	3030-34	$1.75
☐ Oklahoma City, OK, Aug. 1985	3030-36	$1.75
☐ Omaha, NE—IA, Oct. 1984	3025-51	$1.75
☐ Paterson—Clifton—Passaic, NJ, June 1985	3030-31	$1.25
☐ Philadelphia, PA—NJ, Nov. 1984	3025-55	$2.25
☐ Pittsburgh, PA, Jan. 1985	3030- 3	$2.25
☐ Portland, ME, Dec. 1984	3025-63	$2.25
☐ Portland, OR—WA, June 1985	3030-24	$1.50
☐ Poughkeepsie, NY, Sept. 1984	3025-53	$1.50
☐ Providence—Warwick—Pawtucket, RI—MA, June 1985	3030-26	$2.00
☐ Richmond, VA, June 1985	3030-22	$1.25
☐ St. Louis, MO—IL, Mar. 1985	3030-14	$2.25
☐ Sacramento, CA, Dec. 1984	3025-66	$1.75
☐ Saginaw, MI, Nov. 1984	3025-52	$1.75
☐ Salt Lake City—Ogden, UT, Nov. 1984	3025-68	$2.25
☐ San Antonio, TX, May 1985	3030-18	$1.25
☐ San Diego, CA, Dec. 1984	3025-62	$1.75
☐ San Francisco—Oakland, CA, Mar. 1985	3030- 9	$1.75
☐ San Jose, CA, Mar. 1985	3030-10	$1.50
☐ Seattle—Everett, WA, Dec. 1984	3025-70	$1.75
☐ South Bend, IN, Aug. 1984	3025-32	$1.75
☐ Toledo, OH—MI, June 1985	3030-25	$1.25
☐ Trenton, NJ, Nov. 1984	3025-69	$2.25
☐ Washington, DC—MD—VA, Mar. 1985	3030- 7	$1.75
☐ Wichita, KS, Apr. 1985	3030-15	$1.25
☐ Worcester, MA, Mar. 1985	3030-11	$1.25
☐ York, PA, Jan. 1985	3030- 5	$1.75
Total Order		

In response to requests from librarians and other users, the Bureau of Labor Statistics now makes area wage publications available through a money-saving, one-year subscription, at a price of $102.

Area Wage Surveys also may be ordered individually by checking the appropriate boxes on this page and completing the order form below. Individual copies may be purchased from:

Bureau of Labor Statistics
Publications Sales Center
P.O. Box 2145
Chicago, IL 60690

OR

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402

☐ Please enter a one-year subscription for *Area Wage Surveys*, at a price of $102.00 per year (outside U.S. add $25.50)

☐ Please send me only the bulletins checked on this page

☐ Enclosed is a check or money order payable to Superintendent of Documents

☐ Charge to my GPO account no _____

☐ Charge to my MasterCard* account no _____ Expiration date _____

☐ Charge to my Visa* account no _____ Expiration date _____

* Available only on orders sent directly to Superintendent of Documents

Name _____

Organization (if applicable) _____

Street address _____

City, State, ZIP Code _____

BEST COPY AVAILABLE

U.S. Department of Labor
Bureau of Labor Statistics
Washington, DC 20212

Official Business
Penalty for private use, $300

Third-Class Mail
Postage & Fees Paid
U.S. Department of Labor
Permit No. G-59

Bureau of Labor Statistics Regional Offices

Region I
John F. Kennedy Federal Building
Government Center
Boston, MA 02203
Phone: 223-6761 (Area Code 617)

Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont

Region II
Suite 3400
1515 Broadway
New York, NY 10036
Phone: 944-3121 (Area Code 212)

New Jersey
New York
Puerto Rico
Virgin Islands

Region III
3535 Market Street
PO Box 13309
Philadelphia, PA 19101
Phone: 596-1154 (Area Code 215)

Delaware
District of Columbia
Maryland
Pennsylvania
Virginia
West Virginia

Region IV
Suite 540
1371 Peachtree St., NE
Atlanta, GA 30367
Phone: 881-4418 (Area Code 404)

Alabama
Florida
Georgia
Kentucky
Mississippi
North Carolina
South Carolina
Tennessee

Region V
9th Floor, 230 S. Dearborn St.
Chicago, IL 60604
Phone: 353-1880 (Area Code 312)

Illinois
Indiana
Michigan
Minnesota
Ohio
Wisconsin

Region VI
U.S. Department of Labor
Bureau of Labor Statistics
Federal Building
525 Griffin Street, Rm. 221
Dallas, TX 75202
Phone: 767-6971 (Area Code 214)

Arkansas
Louisiana
New Mexico
Oklahoma
Texas

Regions VII and VIII
Federal Office Building
911 Walnut St. 15 th Floor
Kansas City, MO 64106
Phone: 374-2481 (Area Code 816)

VII
Iowa
Kansas
Missouri
Nebraska

VIII
Colorado
Montana
North Dakota
South Dakota
Utah
Wyoming

Regions IX and X
450 Golden Gate Ave
Box 36017
San Francisco, CA 94102
Phone: 556-4678 (Area Code 415)

IX
Arizona
California
Hawaii
Nevada

X
Alaska
Idaho
Oregon
Washington

BEST COPY AVAILABLE